W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH
REGIONAL ECONOMIC PLANNING SERVICES
POSITION DESCRIPTION

JOB TITLE: Mapping and Data Visualization Specialist

SUMMARY OF JOB: The Mapping and Data Visualization Specialist performs data visualization and Geographic Information Systems (GIS) functions for the Institute. The position also works with the Regional Economic Planning Services Division to provide assistance to not-for-profit, public and private entities focused on workforce development, economic development, and educational issues. The position provides mapping and other data management services to support divisional and other Institute initiatives as needed.

NATURE OF DUTIES PERFORMED:

- Perform Geographic Information Systems (GIS) functions for the Institute.
- Creates data visualization material.
- Participates in activities of the Regional group.
- Prepares written reports and other documents as needed
- Assists in the development of research designs, data gathering and analysis.
- Provide quantitative analysis as needed to support Regional division and other Institute initiatives.
- Perform other duties as assigned.

REPORTING RESPONSIBILITIES: The individual in this position reports to the Director of the Regional Economic Planning Services division.

EDUCATION & EXPERIENCE: Master’s Degree or a Bachelors Degree and minimum of three years of relevant work experience is required. Knowledge and ability to effectively use Esri GIS software to produce spatial-thematic content and analysis is required. Strong data visualization skills are required. Strong verbal and written communication skills are required. Ability to work independently and part of a team is necessary. Economic and demographic data experience preferred.