

The University of Texas at San Antonio

Job Description

Job Title: Social Science/Humanities Research Associate V
Code: 14005
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Research
Reports To: Director of Research

Summary

- Function: To perform responsible research and administrative work involving complete responsibility for research projects.
- Scope: Responsible for the complete planning and scheduling of research projects and assignment of projects to staff members.

Duties

- Typical:
 1. Develops and plans research projects to be undertaken to include procurement of funding for projects.
 2. Conduct original research of an advanced nature in a specialized field either individually or in collaboration with other faculty/staff members.
 3. Supervises and coordinates personnel involved in major research projects.
 4. Confer with officers of various public and private organizations and institutions to discuss problems in their field requiring research or which may be the subject of current research.
 5. Prepares reports on the results of the research findings for publication and presentation.
 6. Organizes, promotes and manages public presentation of research findings.
 7. Perform additional duties as assigned.
- Periodic:
 1. Makes public appearances and addresses professional or civic organizations and other interested groups.

Education

Required	Preferred
Ph.D. from an accredited institution with major coursework in the field of assignment.	N/A

Other Requirements

Required	Preferred
This position differs from the position of Social Science/Humanities Research Associate IV in the higher level of responsibility, the greater complexity or broader scope of the research problems, and the more extensive academic training and research experience needed for successful administration of the research projects.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four years of related research experience.	Five or more years of related experience.
	Independent production of professional publications and reports and presentations at professional conferences and seminars.

Equipment

Required	Possible
Personal computer, Microsoft Office software suite to include Word, Excel, PowerPoint, Access, and Outlook; and related office equipment.	NA
Cameras and recorders used in documenting professional research.	

Working Conditions

Usual	Special
Normal office environment.	Some evening and weekend work and travel may be required.

Supervision

Received	Given
General from faculty member or administrative officer.	General over assigned subordinates.

Accuracy

Extremely high level of accuracy and proficiency is required.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.