

The University of Texas at San Antonio

Job Description

Job Title: Social Science/Humanities Research Associate III
Code: 14007
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To perform responsible research and assist in the administration of research projects.
- Scope: Responsible for assisting with the preliminary planning and scheduling of research projects and assignment of projects to staff members.

Duties

- Typical:
 1. Assists in performing preliminary planning of research projects to be undertaken; conducts research on historical sites and artifacts; writes grants and technical reports.
 2. Assists in allocating research assignments; checking and advising staff on progress of research work assigned; performs inquiry and consulting services provided by the organization for interest groups on and off the campus.
 3. Conducts original research on an individual basis or in collaboration with other staff members.
 4. May be responsible for certain administrative functions.
 5. Perform additional duties as assigned.
- Periodic:
 1. Interviews applicants and selects for employment personnel to assist in various projects.
 2. May serve in a liaison capacity with public and private organizations.

Education

Required	Preferred
Master's Degree from an accredited institution with major coursework in the field of	Ph.D. from an accredited institution with major coursework in the field of assignment.

assignment.	
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Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

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

Equipment

Required	Preferred
Personal computer, Microsoft Office software suite to include Word, Excel, PowerPoint, Access, and Outlook; and related office equipment.	N/A
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, administrative officer or senior researcher.	May supervise assigned subordinates.

Accuracy

Proficiency in all phases of assigned duties.

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.
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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.