

The University of Texas at San Antonio

Job Description

Job Title: Social Science/Humanities Research Associate II
Code: 14008
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To perform specialized research and prepare materials for publication.
- Scope: Responsible for gathering, evaluating and interpreting data and preparing materials for publication in the fields of social science and humanities.

Duties

- Typical:
 1. Conducts original research either alone or in collaboration with associates; ensures adherence to protocols, procedures and specifications.
 2. Compiles research data, processes paperwork and writes and edits technical reports.
 3. Establishes sources and procures data and materials from library research; analyzes data; establishes sources, plans, and directs work of recording and interpreting data; collects objects, and prepares reports.
 4. Prepares articles and speeches; edits articles checking content, form, style and bibliographical citations.
 5. Devises questionnaires.
 6. Assists with writing and editing grants and reports.
 7. Perform additional duties as assigned.
- Periodic:
 1. Answers inquiries and assists with special problems.
 2. Catalogues and evaluates collections and library acquisitions.

Education

Required	Preferred
Master's degree in any discipline from an accredited institution with major coursework in the field of assignment OR Bachelor's degree from an accredited institution in field of assignment with graduate coursework in field of assignment.	Master's degree in the field of assignment and/or coursework leading to a PhD in the field of assignment from an accredited institution.

Other Requirements

Required	Preferred
Ability to establish and maintain effective relationships with co-workers and the public.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of related research experience.	Two years of related research experience.

Equipment

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

Working Conditions

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

Supervision

Received	Given
General supervision from a faculty member, an administrative officer or other senior personnel.	May supervise assigned support staff and/or students.

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.

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.