

The University of Texas at San Antonio

Job Description

Job Title: Learning Research Assistant
Code: 14020
Salary Grade: 57
FLSA Status: Non-exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To conduct and manage non-laboratory research outcomes in related field of study through observation, library research, data processing methods, or other research methods.
- Scope: Responsible for conducting collaborative research with faculty and staff of the program and at the institutions dealing with various projects related to the field of study.

Duties

- Typical
 1. Conducts and manages research outcomes in related field of study.
 2. Conducts collaborative research with faculty and administrators on various projects related to the field of study.
 3. Provides analysis of research outcomes to specified department head.
 4. Performs library and Internet research.
 5. Performs manuscript and presentation preparation.
 6. Performs scientific analyses and interprets of research results
 7. Coordinates and oversees work of student assistants
 8. Performs other duties as assigned.
- Periodic:
 1. Assists with other duties as needed to complete the project.

Education

| Required | Preferred |
|---|---|
| Master's degree from an accredited institution. | Master's Degree from an accredited institution within the specific field of research. |

Other Requirements

| Required | Preferred |
|--|---|
| Microsoft office and related tools. | Statistical analysis using SPSS or other equivalent statistical tools |
| Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. | |
| Some experience in developing research projects and papers. | |
| Ability to deal with a variety of abstract and concrete variables. | |
| Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. | |
| Criminal Background Check (CBC). | |

Experience

| Required | Preferred |
|-----------------|----------------------------------|
| None. | One year of research experience. |

Equipment

| Required | Preferred |
|---|------------------|
| Personal computers and standard office equipment. | N/A |

Working Conditions

| Usual | Special |
|----------------------------|----------------|
| Normal office environment. | N/A |

Supervision

| Received | Given |
|--------------------------|---|
| General from supervisor. | May supervise students and part-time staff. |

Accuracy

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| Proficiency in all phases of the duties performed. |
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Security Sensitive

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| 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. |
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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.