

The University of Texas at San Antonio

Job Description

Job Title: Social Sciences/Humanities Research Assistant I

Code: 14031

Salary Grade: 51

FLSA Status: Non Exempt

Department/Division: Job available in different departments/divisions

Reports To: In accordance with specific departmental policies

Summary

- Function: To assist in the clerical and technical duties connected with research in the social sciences or humanities.
- Scope: Responsible for the performance of routine duties in research.

Duties

- Typical:
 1. Assists faculty and research workers in searching source material to gather information for use in research projects.
 2. Gathers data from periodical literature in the field. Compiles bibliographies of materials.
 3. Assists with the compilation of results of questionnaires and other statistical studies.
 4. Prepares material for reports to be written by faculty and staff in the research project.
 5. Performs other duties as assigned.
- Periodic:
 1. Attends conferences, meetings, workshops and seminars relevant to research in the social sciences or humanities.

Education

Required	Preferred
High school diploma or GED.	One year of college-level courses in a related field.

Other Requirements

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

Experience

Required	Preferred
One year of related research experience.	N/A

Equipment

Required	Preferred
Personal computer, typewriter and standard office equipment.	N/A

Working Conditions

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

Supervision

Received	Given
Specific instruction and review from supervisor.	None.

Accuracy

Proficiency in all phases of the duties performed.
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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.

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.
