

The University of Texas at San Antonio

Job Description

Job Title: Research Scientist Assistant II
Code: 4221
Salary Grade: 52
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 performance of assignments requiring a basic working knowledge of engineering, or scientific fundamentals.
- Scope: Responsible for assignments that require the technical knowledge to modify or adapt routine procedures to meet the special requirements of a specific phase of the research project.

Duties

- Typical:
 1. Perform fieldwork in the area of research/study. Responsible for extracting, collecting and recording data; performing routine analyses, tests and operations.
 2. Assist senior researchers with specific phases of the research project.
 3. Create and maintain forms, databases, and various reports.
 4. Perform experiments and produce data for research publications.
 5. Monitor progress of employees, student, interns and volunteers on projects; may provide teaching, oversight, and direction on laboratory procedures and methodology.
 6. Responsible for ordering supplies.
 7. Performs additional duties as assigned.
- Periodic:
 1. Attend research related conferences, meetings, workshops and seminars.

Education

Required	Preferred
Bachelor's Degree from an accredited institution in the field of assignment.	Bachelor's degree from an accredited institution in the field of assignment with some graduate level courses leading to a Master's degree.

Other Requirements

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

Experience

Required	Preferred
Six months of related research experience.	One year of related research experience.

Equipment

Required	Preferred
Some knowledge of the basic equipment used in the field of research to which assigned.	Knowledge of special equipment used in the field of assignment.

Working Conditions

Usual	Special
Usual laboratory, office, or outdoor field work.	Sometimes requires working with hazardous equipment or materials.

Supervision

Received	Given
Specific instructions from designated supervisor.	None.

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.