

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Business Research Assistant  
Code: 14312  
Salary Grade: 53  
FLSA Status: Non-Exempt  
Department/Division: Institute for Economic Development  
Reports To: In accordance with specific department policies

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## *Summary*

<p><u>Function:</u> To provide assistance in the compilation and preparation of materials for projects and reports in the field of business and/or economics <u>Scope:</u> Responsible for gathering data from various sources and for preparing materials for reports</p>
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## *Duties*

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| <ul style="list-style-type: none"><li>• <u>Typical:</u><ol style="list-style-type: none"><li>1. Research information to include business and industry financial, demographics, and competitor data</li><li>2. Compiles data and organizes information for various reports when needed.</li><li>3. Participates in committee and service work/activities for the department, Institute for Economic Development and the University.</li><li>4. Perform research and quantitative analysis and compile contributions from several researchers into single readable document.</li><li>5. Edit the content and flow of reports to make them ready for publishing and distribution to clients and stakeholders.</li><li>6. Perform secondary market research for small business and their clients.</li><li>7. Perform additional duties as assigned.</li></ol></li><li>• <u>Periodic:</u><ol style="list-style-type: none"><li>1. Establish and maintains public contacts</li></ol></li></ul> |
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## *Education*

<b>Required</b>	<b>Preferred</b>
High School Diploma or GED	Associates Degree or 60 College Hours

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
The ability to establish and maintain effective working relationships with co-workers and the public.	N/A
Criminal Background Check	

***Experience***

<b>Required</b>	<b>Preferred</b>
None	One to two years of research experience or professional experience related to field of work.

***Equipment***

<b>Required</b>	<b>Possible</b>
Experience with Microsoft Word, Excel, and PowerPoint	Experience with Adobe Acrobat, database resources, and website content management systems.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual Office conditions	

***Supervision***

<b>Received</b>	<b>Given</b>
Close supervision by an administrative office or other personnel.	None

***Accuracy***

Proficiency in all phases of work.
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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 provision 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 compiled with.
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