

The University of Texas at San Antonio

Job Description

Job Title: Technical Staff Assistant
Code: 14316
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 basic skilled and technical work in the construction, operation, repair, and maintenance of specialized equipment related to scientific/medical research.
- Scope: Responsible for assisting skilled and semi-skilled student workers in student shops, and personally participating in technical work of a specialized nature.

Duties

- Typical:
 1. Performs low to moderately difficult and exacting work in a variety of technical fields.
 2. Assists in the diagnoses and performance of corrections for equipment trouble and/or studies, and suggests solutions for problems in procedures and systems.
 3. Participates in the technical work on projects in development, investigation, research, and/or services.
 4. Operates and/or maintains and repairs departmental or project equipment.
 5. Performs other duties as assigned.
- Periodic:
 1. Assists in collecting information for project reports and attends technical conferences.
 2. Assists on projects requiring creativeness and innovation.

Education

Required	Preferred
High school diploma or GED.	College-level or technical trades classes in a related field.

Other Requirements

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

Experience

Required	Preferred
One year of experience in the skilled construction and maintenance of equipment used in the field of specialization.	Two or more years of experience in the skilled construction and maintenance of equipment used in the field of specialization.

Equipment

Required	Possible
Skilled in the use of standard machines, tools, and/or specialized equipment.	N/A

Working Conditions

Usual	Special
Dependent upon position conditions working conditions vary to include: high heat and dust (ceramics); poisonous fumes, hot materials, intense light, and confined spaces (welding); noise, sawdust, and vapors associated with finishing/stripping chemicals (woodworking), in addition to long periods of standing and stooping. Work can be both indoors (classroom or lab) or within a craft shop.	Possible hazards exist with use of various woodworking, welding, and foundry type equipment.

Supervision

Received	Given
Direct supervisory review of overall effectiveness of a particular work group. Specific instruction for projects.	Assists skilled and semi-skilled workers.

Accuracy

Proficiency in all duties assigned.

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.