

# The University of Texas at San Antonio

## Job Description

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Job Title: Educational Specialist IV  
Code: 8115  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## Summary

- Function: To perform highly skilled educational or research work and administer educational or research projects.
- Scope: Responsible for planning and implementing research or educational projects and products.

## Duties

- Typical:
  1. Propose, develop, coordinate, and direct implementation of museum exhibits and projects including writing exhibit texts and developing interpretive materials.
  2. Performs and supervises research projects.
  3. Conduct field research and feasibility studies, prepares documents, and conducts public presentation.
  4. Plans, implements special events programming and supervises/trains staff and volunteers.
  5. Performs other duties as assigned.
- Periodic:
  1. Conducts original research of an advanced nature.

## Education

Required	Preferred
Master's degree in anthropology education, folklore, history, museum studies, or related fields.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Ability to establish and maintain a good working relationship with professional personnel, volunteers, supervisors, and the public is vital.	Teacher certification. Valid Texas Driver's License.
Must be capable of handling difficult human situations with tact and diplomacy.	
Must be able to handle emergency and security situations relating to the public and school children.	
Must be friendly and flexible in dealing with school children and the public.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Four years of experience in field of specialization.	Two years of experience in classroom teaching.

***Equipment***

<b>Required</b>	<b>Possible</b>
Knowledge of personal computers, audio recorders, and basic cameras (digital and conventional)	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Will require some weekend work and travel. Handling of containers of books, traveling trunks, or other bulky materials.	Will periodically require evening work, attendance at meetings, workshops and conferences.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from supervisor.	Close supervision of professional and volunteer personnel.

***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.