

The University of Texas at San Antonio

Job Description

Job Title: Educational Specialist II
Code: 8117
Salary Grade: 56
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

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| <ul style="list-style-type: none">• <u>Function</u>: To perform specialized research and educational work for a project or program.• <u>Scope</u>: Responsible for performing technical educational and research work. |
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Duties

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| <ul style="list-style-type: none">• <u>Typical</u>:<ol style="list-style-type: none">1. Participates in technical work on educational projects in development; performs research for educational programs, curriculum materials, scripts, and other assigned projects; collects and compiles data/statistics for reports.2. Researches, demonstrates, interprets and teaches various aspects of educational programs.3. Recruits, trains, and evaluates volunteers.4. Serves as desk manager; completes minor floor exhibit maintenance.5. Performs other duties as assigned.• <u>Periodic</u>:<ol style="list-style-type: none">1. Answers inquiries and assists with special problems. |
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Education

Required	Preferred
Bachelor's degree in the field of specialty.	N/A

Other Requirements

Required	Preferred
Must be capable of handling difficult human situations with tact and diplomacy.	Valid driver's license.
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).	
Ability to establish and maintain a good working relationship with professional personnel, volunteers, supervisors, and the public is vital.	

Experience

Required	Preferred
Two years of experience in teaching, research, or museum work relating to field of specialty.	N/A

Equipment

Required	Possible
Knowledge of personal computers.	N/A

Working Conditions

Usual	Special
Some positions require weekend and holiday work.	Periodically requires evening and overtime work; attendance at meetings, workshops and conferences.
Will require some work away from the building.	Some positions require wearing of period costumes and working with unusual artifacts and equipment.

Supervision

Received	Given
General supervision from supervisor.	May supervise volunteers in educational programs.

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.