

The University of Texas at San Antonio

Job Description

Job Title: Community Education Assistant II
Code: 18191
Salary Grade: 53
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To help support community research programs investigators in performing research and administering grants.
- Scope: Responsible for performing research and assisting in the administration of research grants.

Duties

- Typical:
 1. Acts as a liaison between investigators and community groups.
 2. Performs research and statistical work to support publications.
 3. Transcribes interviews in English and Spanish.
 4. Assists in preparing articles for publication.
 5. Assists with office/clerical duties that support grants.
 6. Performs other duties as assigned.
- Periodic:
 1. Participates in the presentation of research findings at academic conferences.

Education

Required	Preferred
High school diploma or GED.	Associate's degree in a related field.

Other Requirements

Required	Preferred
The ability to establish and maintain relationships with community groups representing various cultures and backgrounds.	N/A

Must be able to read and write fluently in English and Spanish if working on bilingual programs.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of related experience.	Experience working with multiple community groups and organizations.

Equipment

Required	Preferred
Personal computer, tape recorder, transcription machine, and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	May require travel off-campus.

Supervision

Received	Given
General from immediate supervisor.	Direct supervision of assigned staff.

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.
