

The University of Texas at San Antonio

Job Description

Job Title: TSERI Research Analyst
Code: 11008
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Texas Sustainable Energy Research Institute
Reports To: Associate Director, Texas SERI

Summary

- Function: To provide support of research and unit program planning and policymaking through the design and execution of development efforts in research efforts in research projects, analysis, and reporting.
- Scope: Responsible for generating, gathering, and analyzing data.

Duties

- Typical:
 1. Research, plan, evaluate, and finalize methodology to fulfill projects.
 2. Works within a team of research scientists and assists them.
 3. Meets with Principal Investigators to coordinate tasks, deliverables, and give progress updates on various projects.
 4. Plan, develop, compare, and coordinates publication of annual institutional, state, federal, and statistical reports to include processing of web-based annual reports.
 5. Determines data requirements, data sources, and data collection methods.
 6. Distributes and catalogues electronic copies of annual statistical and other types of reports.
- Periodic:
 1. Other duties as assigned.

Education

Required	Preferred
Bachelor's degree in mathematics, science, architecture, engineering, or related field. Equivalent experience may be substituted for degree	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

Required	Preferred
2 years experience in institutional research, preparation of research reports, or preparations of grant proposals.	N/A

Equipment

Required	Possible
Knowledge of personal computers, Microsoft Office sweep, and standard office equipment. Experience with Mac computers is a plus. Familiarity with lab safety and lab environments.	N/A

Working Conditions

Usual	Special
Standard office and standard laboratory setting.	N/A

Supervision

Received	Given
Receives general supervision from the Associate Director of the Texas SERI.	May supervise assigned staff.

Accuracy

Proficiency in all phases of the duties performed.
--

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.