

The University of Texas at San Antonio

Job Description

Job Title: Social Science/Humanities Research Associate IV
Code: 14006
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To perform responsible research and administer research projects, training programs, and the business operation of the research.
- Scope: Responsible for the preliminary planning and scheduling of research projects and assignment of projects to staff members.

Duties

- Typical:
 1. Performs preliminary planning of research projects to be undertaken; conducting research on historical sites and artifacts; writes grants and/or facilitates institute development; and writes technical reports.
 2. Performs leadership duties to include allocating research assignments; checking and advising the staff on progress of research work assigned; administers pre-service and in-service training programs conducted by the organization; and manages the inquiry and consulting services provided by the organization for interest groups on and off the campus.
 3. Conducts original research of an advanced caliber on an individual basis or in collaboration with other staff members.
 4. May be responsible for certain administrative functions.
 5. Perform additional duties as assigned.
- Periodic:
 1. Interviews applicants and selects for employment personnel to assist in various projects.
 2. May serve in a liaison capacity with public and private organizations.

Education

| Required | Preferred |
|---|------------------|
| Ph.D. from an accredited institution with major coursework in the field of assignment | N/A |

Other Requirements

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

Experience

| Required | Preferred |
|---|--|
| Three years of related research experience. | Four years of related research experience. Independent production of professional publications and reports and presentations at professional conferences and seminars. |

Equipment

| Required | Preferred |
|---|------------------|
| Personal computer, Microsoft Office software suite to include Word, Excel, PowerPoint, Access, and Outlook; and related office equipment. | N/A |
| Cameras and recorders used in documenting professional research. | |

Working Conditions

| Usual | Special |
|----------------------------|---|
| Normal office environment. | Some evening and weekend work and travel may be required. |

Supervision

| Received | Given |
|--|-------------------------------------|
| General from faculty member or administrative officer. | General over assigned subordinates. |

Accuracy

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| Proficiency in all phases of assigned duties. |
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Internal Control

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| Within the scope of position duties, responsible for seeing that operations are effective and |
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efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.

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.