

The University of Texas at San Antonio

Job Description

Job Title: Social Science/Humanities Research Associate I
Code: 14009
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 perform research and assist in the preparation of materials for publication.
- Scope: Responsible for gathering and interpreting data and assisting in preparing materials for publication in the fields of social science and humanities.

Duties

- Typical:
 1. Conducts original research either alone or in collaboration with associates.
 2. Assists in establishing sources and procuring data and materials from library research; analyzes data; establishes sources, plans, and records and interprets data; collects objects, and prepares reports.
 3. Assists in the preparation of articles and speeches; edits articles checking content, form, style and bibliographical citations.
 4. Devises questionnaires.
 5. Perform additional duties as assigned.
- Periodic:
 1. Answers inquiries and assists with problems.
 2. Catalogues and evaluates collections and library acquisitions.

Education

| Required | Preferred |
|---|---|
| Bachelor's degree from an accredited institution in the field of assignment | Master's Degree with major coursework in the field of assignment. |

Other Requirements

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

Experience

| Required | Preferred |
|-----------------|--|
| None | One year of related research experience. |

Equipment

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

Working Conditions

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

Supervision

| Received | Given |
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| Detailed supervision from a faculty member, an administrative officer or other senior personnel. | None. |

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 efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with. |
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Security Sensitive

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| 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. |
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