

The University of Texas at San Antonio

Job Description

Job Title: Business Economics Research Associate V
Code: 14105
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Job available in different divisions/departments
Reports To: In accordance with specific departmental policies

Summary

- Function: To perform complex research and administer research projects in the fields of business and/or economics.
- Scope: Responsible for the planning and scheduling of research projects and assignment of projects to staff members.

Duties

- Typical:
 1. Plans research projects to be undertaken and allocates research assignments.
 2. Oversees the administration of state and federal funded programs assisting small businesses; establishes instructional approach and the best instructional technology for projects; and verifies project goals, milestones, and deliverables are met.
 3. Monitors the progress of research work assigned, from commencement through distribution of published results.
 4. Hires, assigns, and supervises staff for contract performance
 5. Establishes and maintains public contacts.
 6. Performs other duties as assigned.
- Periodic:
 1. Presents research findings at conferences and symposiums.

Education

Required	Preferred
Ph. D. in the field of assignment.	N/A

Other Requirements

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

Experience

Required	Preferred
Five years of research experience related to field of work.	Six or more years of related research experience.

Equipment

Required	Preferred
Experience with Microsoft Word, Excel, PowerPoint, and data base management.	Advanced experience with spreadsheets and database management.
Statistical analysis using SPSS or other equivalent statistical tools.	

Working Conditions

Usual	Special
Usual office conditions.	Occasional travel required.

Supervision

Received	Given
General supervision from an administrative officer.	Direct supervision of assigned research and clerical personnel.

Accuracy

Proficiency in all phases of work.

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.
