

The University of Texas at San Antonio

Job Description

Job Title: Business Economics Research Associate IV
Code: 14106
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Job available in different divisions/departments
Reports To: In accordance with specific departmental policies

Summary

- Function: To perform responsible research and administer research projects in the fields of business and/or economics.
- 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 and allocates research assignments.
 2. Administer state and federal funded programs assisting small business; interface with subject matter experts to determine content and to review existing content; determine instructional approach and the best instructional technology for projects; and establish project goals, milestones, and deliverables.
 3. Advises the staff on progress of research work assigned, from commencement through distribution of published results.
 4. May be responsible for certain web related functions to include design, development, and maintaining of institute website.
 5. Establishes and maintains public contacts.
 6. Performs other duties as assigned.
- Periodic:
 1. Hire, assign, and supervise staff for contract performance.
 2. May serve in a liaison capacity with public and private organizations.

Education

Required	Preferred
Master's of Business Administration with coursework in the field of assignment.	PhD. coursework in the field of assignment.

Other Requirements

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

Experience

Required	Preferred
Three years of research experience related to field of work.	Four 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.	Some evening and weekend work with the possibility of some traveling.

Supervision

Received	Given
General supervision from an administrative officer or other senior personnel.	General 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.
