

The University of Texas at San Antonio

Job Description

Job Title: Business Economics Research Associate III
Code: 14107
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Job available in different divisions/departments
Reports To: In accordance with specific departmental policies

Summary

- Function: To perform research and assist in the administration of research projects in the fields of business and/or economics.
- Scope: Responsible for performing research projects and overseeing staff members.

Duties

- Typical:
 1. Assists in performing preliminary planning of research projects to be undertaken.
 2. Supervises and trains employees.
 3. Performs research work assigned, from commencement through preparation of published results.
 4. Finds, writes, and submits grant proposals.
 5. May be responsible for certain web related functions to include maintenance of institute website.
 6. Establishes and maintains public contacts.
 7. Performs additional duties as assigned.
- Periodic:
 1. May serve in a liaison capacity with public and private organizations.

Education

Required	Preferred
Bachelor's degree from an accredited institution in Business, Economics or a directly related field.	Graduate level courses in field of assignment.

Other Requirements

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

Experience

Required	Preferred
Two years of research experience related to field of work.	Three or more years of research experience related to field of work.

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.
