

The University of Texas at San Antonio

Job Description

Job Title: Business Economics Research Associate II
Code: 14108
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Economic Development Institute, Small Business Development Center
Reports To: Director, Economic Development Institute

Summary

- Function: To perform specialized research and prepare reports for publication in the field of business and/or economics.
- Scope: Responsible for gathering and interpreting data and preparing materials for publication.

Duties

- Typical:
 1. Manages daily operations of research area.
 2. Trains employees.
 3. Conduct secondary market research for business development counselors; initiate and conduct staffing procedures.
 4. Conducts specified phases of research projects; Assists and collaborates on finding, writing, and submitting grant proposals.
 5. Analyzes data and prepares reports; Develop and translate content for monthly website updates.
 6. Interact with counselors for clarification or special requests; participate in committee and service work/activities for the department, Institute for Economic Development, and the University.
 7. Perform additional duties as assigned.
- Periodic:
 1. Answers inquiries and assists with special problems.

Education

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

related field.	
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Other Requirements

Required	Preferred
Ability to establish and maintain effective working relationships with co-workers and the public.	N/A
Criminal Background Check. (CBC)	

Experience

Required	Preferred
One year of research experience related to field of work.	Two years of research experience related to field of work.

Equipment

Required	Preferred
Experience with Microsoft Word, Excel, and PowerPoint.	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 by an administrative officer or other senior personnel.	General supervision of assigned 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.