

The University of Texas at San Antonio

Job Description

Job Title: Business Economics Research Associate I
Code: 14109
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Job available in different divisions/departments
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide assistance in the compilation and preparation of materials for projects and reports in the field of business and/or economics.
- Scope: Responsible for gathering data from various sources and for preparing materials for reports.

Duties

- Typical:
 1. Research information to include business and industry financial, demographics, and competitor data.
 2. Compiles data and organizes information for various reports when needed.
 3. Assist and collaborates on finding, writing, and submitting grant proposals.
 4. Develop and translate content for monthly website updates.
 5. Aids in training incoming co-workers, interns, and administration staff.
 6. Perform mainframe and micro-computer work.
 7. Participates in committee and service work/activities for the department, Institute for Economic Development and the University.
 8. Perform additional duties as assigned.
- Periodic:
 1. Establish and maintains some public contacts.

Education

Required	Preferred
Bachelor's degree from an accredited institution in Business, Economics or a directly related field.	Bachelor's of Business Administration with coursework in the field of assignment.

Other Requirements

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

Experience

Required	Preferred
None	One year 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 may be required.

Supervision

Received	Given
Close supervision by an administrative officer or other senior personnel.	None.

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,
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regulations, policies, and procedures are complied with.