

The University of Texas at San Antonio

Job Description

Job Title: Special Research Associate
Code: 14206
Salary Grade: 64
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To conduct highly specialized, independent research at an advanced level, with wide latitude for creativity in both theoretical and experimental applications.
- Scope: Responsible for providing research analysis and interpretation and/or for initiating and developing applications of equipment and procedures of a nonstandard nature.

Duties

- Typical:
 1. Consults with and assists key members of research staff in solving specific problems encountered by project members.
 2. Consults with research staff regarding plans for research designs and the development of instrumentation for data collection.
 3. Advises staff regarding statistical analysis techniques and procedures.
 4. Participates in the interpretation of research findings and in the preparation of reports of final results to the directors of the organization
 5. Participates in preparing written and oral reports to supporting agencies.
 6. Evaluates the work of junior research staff.
 7. Perform additional duties as assigned.
- Periodic:
 1. Attend meetings, seminars and symposia in related fields of research.
 2. Presents papers and publishes results of research project.
 3. Assists in preparation of grant and budget proposals.

Education

Required	Preferred
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Master's degree from an accredited institution in any field of study.	Ph.D. from an accredited institution in any field of study.
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Other Requirements

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

Experience

Required	Preferred
Fours years of related research experience. A Ph.D. can be substituted for four years of experience.	Eight or more years of related research experience.

Equipment

Required	Preferred
Knowledge of use and design of specialized research equipment as used in this field. Ability to modify existing equipment or design new equipment as required. Personal computer and standard office equipment.	Knowledge of scientific equipment used in related fields of research.

Working Conditions

Usual	Special
Normal research environment.	Sometimes requires working with hazardous equipment or materials. May require working extended hours.

Supervision

Received	Given
Receives limited instructions on procedures for coordinating project work with work of entire research organization.	General instructions to members of research staff with specific directions to key members of various component projects.

Accuracy

Proficiency in all phases of assigned duties.

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.
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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.