

The University of Texas at San Antonio

Job Description

Job Title: Research Scientist Assistant I
Code: 14222
Salary Grade: 51
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- **Function:** To assist in the performance of assignments requiring a basic working knowledge of engineering or scientific methods, in such areas as research, design or experimental testing.
- **Scope:** Responsible for assignments that require the technical knowledge to modify or adapt routine procedures under the direction of a supervisor to meet special research requirements.

Duties

- **Typical:**
 1. Collect and compile data, compute quantities, extends estimates, and makes and records observations/measurements.
 2. Sets up and operates equipment as directed by the supervisor.
 3. Assists in the design of equipment.
 4. Write simple computer programs and prepares technical reports.
 5. Performs additional duties as assigned.
- **Periodic:**
 1. Assist in maintaining and cleaning laboratory equipment.
 2. Inventories supplies and equipment.
 3. Attend related research conferences and meetings.

Education

Required	Preferred
Bachelor's Degree from an accredited	Bachelor's degree from an accredited

institution in the field of assignment.	institution in the field of assignment with some graduate level courses leading to a Master's degree.
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Other Requirements

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

Experience

Required	Preferred
None.	Six months of related research experience.

Equipment

Required	Preferred
Some knowledge of the basic equipment used in the field of research to which assigned.	Knowledge of special equipment used in the field of assignment.

Working Conditions

Usual	Special
Usual laboratory, office, or outdoor field work.	Sometimes requires working with hazardous equipment or materials.

Supervision

Received	Given
Specific instructions from designated supervisor.	None.

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
