

## The University of Texas at San Antonio

### *Job Description –*

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Job Title: Child Welfare Research Coordinator  
Code: 14376  
Salary Grade: 61  
FLSA Status: Exempt  
Department/Division: Social Work/VPAA  
Reports To: Grant Principal Investigator

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### *Summary*

**Function:** To coordinate child welfare grant-funded research, including data collection and analysis, and administrative duties related to grant management.

**Scope:** This position is responsible for research coordination, data collection, and administration related to grant-funded projects of child welfare training and educational support programs.

### *Duties*

Typical:

**Research Duties**

1. Coordinates multiple data collection efforts which include engaging with research participants, collaborating agencies and institutions, analyzes for accuracy, completeness and relevance.
2. Applies expert knowledge of child welfare and clinical case management to inform research design, both quantitative and qualitative data collections, analysis and report-writing.
3. Conducts interviews, focus groups and surveys with youth and adults
4. Develop research designs, data collection methods, and strategies for data management. Prepares complex, statistical, technical, financial, confidential, and other various reports, charts, and graphs.
5. Identify existing, or design, create and revise research instruments as necessary to ensure quality data that correlates with research objectives.
6. Develop and manage interim reports for PI's, funding sponsors and institutional review boards to ensure each project is moving forward toward timely completion.
7. Engages community and state-level stakeholders and presents relevant data and outcomes in community and state presentations.

**Administrative Duties**

8. Oversees the coordination of administrative duties. Assist in preparing grant and/or fiscal year operating budgets. Maintains accounting records, prepares monthly reports and approves expenditures for multiple accounts.

9. Overall accountability for fiscal monitoring, space and equipment, and communications/information technology, including communication with budget, contracts, and sponsored programs offices.
10. Uses initiative and judgement to relieve one or more administrators of administrative matters and decisions. Acts as an administrative/budget specialist for grants.
11. Attend meetings, seminars and symposia in related fields of research. Presents papers and publishes results of research projects.
12. Supervise and mentor graduate-level research assistants and other project staff.
13. Assist in preparation of yearly summary reports and grant contract documents including budget, budget narrative, and documentation of university match and expenses.
14. Performs other related duties as assigned.

***Education***

<b>Required</b>	<b>Preferred</b>
Master's degree from an accredited university in Social Work, Counseling, Psychology, Education, or related field.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Demonstrated skills in both qualitative and quantitative data collection and analysis.	Understanding of relevant Federal and State Law and policies (i.e. Family Educational Rights and Privacy Act, Title IV-E of the Social Security Act)
Demonstrated skills in budgeting, program planning, and effective collaboration with diverse constituencies	
Strong oral, written and presentation skills: ability to convey complex data analysis with students, faculty, staff, and community members in a manner that promotes dialogue and understanding.	
Strong problem-solving and critical thinking skills with the ability to be resourceful and proactive.	
Ability to embrace rapid change and develop new solutions to meet evolving research/project needs.	
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years of experience in the following: <ul style="list-style-type: none"> <li>• Grant Administration</li> </ul>	

<ul style="list-style-type: none"> <li>• Conducting surveys and/or, focus groups and/or interviews with adults and/or youth</li> <li>• Project management, including data collection and analysis</li> </ul>	
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***Equipment***

<b>Required</b>	<b>Preferred</b>
Proficiency in Microsoft Office.	Experience with NVIVO, SPSS, SAS, STATA.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions	Occasional evening hours as required to meet with project participants and participate in special projects and community activities

***Supervision***

<b>Received</b>	<b>Given</b>
Evaluation and supervision from Grant Principal Investigator.	Supervision of assigned staff and/or graduate student research assistants.

***Accuracy***

Proficiency and accuracy in all phases of duties performed. Excellent verbal, written, and interpersonal communication skills.
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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.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded and reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.
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