

The University of Texas at San Antonio

Job Description

Job Title: Coordinator, Research Instrumentation
Code: 14437
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies.

Summary

- Function: Supervises the operations of a designated laboratory with research instrumentation.
- Scope: Performs advanced diagnostic/research tests and services with complex analysis and interpretation of data.

Duties

- Typical:
 1. Supervise the daily operations of a designated laboratory to include operating, maintaining, and repairing highly complex research instruments/equipment; designing and implementing diagnostic/research laboratory procedures for which precedents do not exist; and disassembles and reassembles instruments and equipment, using hand tools, and inspects instruments and equipment for defects.
 2. Perform tests, analyze and interpret results of data collected or received from outside agencies or institutions to include developing and maintaining quality control procedures to ensure accuracy of results.
 3. Plans sequence of testing and calibration program for instruments and equipment according to blueprints, schematics, technical manuals, and other specifications including conferring with engineers, supervisor, and other technical workers to assist with equipment installation, maintenance, and repair techniques.
 4. Determine or develop appropriate advanced research methods and procedures to accomplish required goals.
 5. Performs other duties as assigned.
- Periodic:
 1. Consult with management on outside contracts.
 2. Other duties as assigned

Education

Required	Preferred
Bachelor's degree in field related to research area.	Graduate work in field related to research area.

Other Requirements

Required	Preferred
In-depth knowledge of instrumentation as it relates to field of research.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years experience in general science or laboratory research instrumentation.	N/A

Equipment

Required	Preferred
Skilled in the use of personal computers.	N/A
Knowledge of laboratory instruments.	

Working Conditions

Usual	Special
Usual laboratory environment.	Some evening and weekend work may be required.

Supervision

Received	Given
Responsible for self-direction and organization, receives general guidance from the department chair.	None

Accuracy

Proficiency in all phases of duties performed.
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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.