



**DATE ISSUED:** 01/16  
**FLSA:** Non-Exempt  
**PTO:** COVS

## ***JOB DESCRIPTION***

### ***TITLE***

Research Technician II

### ***JOB SUMMARY***

Performs semi-skilled, technical support research work involving performance of assignments requiring modification and adaptation to routine procedures. Work is performed under general supervision with evaluation based on the successful completion of tasks assigned. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Principal Investigator or Department Head

*Supervises:* May supervise student assistants or Research Technician I.

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Extracts, collects, and compiles data.
- Performs analysis and tests.
- Assists Investigator with specific phases of a research project.
- Computes quantities and extends projections.
- Makes and records observations and scientific measurements.
- Assembles and operates technical equipment or performs examinations.
- Designs and/or modifies apparatus and equipment.
- Performs library research and prepares technical reports.

### ***ADDITIONAL DUTIES***

- Performs other duties as requested.

**EDUCATION**

High school diploma or equivalent required. Completion of college level courses in a related area required. Bachelor's degree preferred.

**EXPERIENCE**

A minimum of one years related experience.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Knowledge of scientific techniques and methods used in routine research.
- Knowledge of standard and special equipment and safety precautions related to work.
- Ability to follow directions and instructions.
- Ability to establish and maintain effective working relationships.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including university related software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***