



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 12/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Research Associate

JOB SUMMARY

Performs professional technical, administrative and managerial research work usually involving the planning and direction of or part of a research project. Work is performed under limited supervision. 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, II, III, IV, or Research Assistants.

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

- Conducts various tests or experiments requiring creativity, foresight, and judgment.
- Performs complex analysis and examinations.
- Assists the Principal Investigator with the planning and direction of the research project and prepares funding proposals.
- Selects the procedures and techniques by which research goals may be accomplished.
- Supervises and assists in the preparation of specifications.
- Selects key research personnel.
- Coordinates and reviews the work of research staff.
- Computes quantities and extends projections.
- Makes and records observations and scientific measurements.
- Assembles and operates technical equipment.
- Designs and/or modifies special apparatus and equipment.
- Prepares technical reports and summaries.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree with major coursework in the field of assignment. Master's degree preferred.

EXPERIENCE

A minimum of four years related experience. Additional related experience may substitute for the required education on a year-for-year basis.

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:

- Extensive knowledge of scientific techniques and methods used in routine research.
- Extensive knowledge of special apparatus and equipment used in the field of research.
- Ability to direct professional research personnel.
- Skills in grant solicitation and fiscal management.
- Thorough knowledge of equipment and safety precautions related to work.
- Ability to follow directions and supervise.
- Ability to make accurate assays.
- Ability to establish and maintain effective working relationships.
- Working knowledge of office practices and methods.
- Ability to operate or learn to operate office machines required to perform the assigned work.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to use a personal computer keyboard and read a personal computer screen.
- 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 respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university 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: _____

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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.