



Research Specialist III Standard Job Description

Classification Title: Research Specialist III

FLSA Exemption Status: Exempt

Pay Grade: 12

Job Description Summary:

The Research Specialist III, under general direction, assists investigators with the planning and direction of specific phases of research project. Provides research expertise and audits protocols.

Essential Duties and Tasks:

50% Data Analysis and Testing:

- Assists investigators with the planning and direction of specific phases of research project.
- Compiles, analyzes, interprets, and reviews semi-complex data and metadata.
- May collect samples and measurements for experiments.
- Provides research expertise.
- Reviews, audits, and maintains data collection and summarization of field trials.
- Computes projections.
- Performs analysis and tests.
- Makes and records observations and scientific measurements.
- Audits protocols.

15% Research Publications:

- Utilizes summarized results in scientific and/or clientele-oriented publications.
- Prepares and writes proposals to funding agencies and maintains financial accounts related to research projects.

15% Training:

- Trains undergraduate and/or graduate students and other laboratory, technical or field staff involved in research.
- Develops and maintains training materials for external users.

20% Duty Title (for the department's use)

- Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

Required Education and Experience:

- Bachelor’s degree in relevant field or equivalent combination of education and experience.
- Eight years of related experience in a specialized and relevant field of research.

Required Licenses and Certifications:

- May vary depending on the area of research.

Required Knowledge, Skills, and Abilities:

- Familiarity with appropriate laboratory and/or technical equipment.
- Ability to effectively utilize a computer and applicable software.
- Attention to detail.

Machines and Equipment:

- Various research equipment.

Physical Requirements:

- May vary depending on the area of research.

Other Requirements and Factors:

- May have to work on the weekends and/or after normal hours.
- May travel as required.

Is this role ORP Eligible? If so, it needs to meet the criteria on the Rules and Regulations of the Texas Higher Education Coordinating Board.

Yes

No

Does this classification have the ability to work from an alternative work location?

Yes

No