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## Research Technician I Standard Job Description

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**Classification Title:** Research Technician I (Business Title: Research Technician)

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 6

### Job Description Summary:

The Research Technician I, under general supervision performs entry level, semi-skilled, technical support research work involving performance of routine tasks.

### Essential Duties and Tasks:

#### 40% Research Technical Support

- Assembles and operates technical equipment.
- Sets-up and maintains equipment for the assigned laboratory and updates laboratory computers.
- Maintains inventory and orders parts and supplies as needed.
- Maintains laboratories according to Occupational Safety and Health Act (OSHA) specifications.
- Provides logistical support with computers in the laboratory.
- Performs laboratory and prep room cleanup.

#### 35% Research Procedure Support

- Assists senior staff members in conducting major field experiments and consults in developing procedures.
- Assists with the participant (subject) pool by recruiting, screening, and maintaining records on research participants.
- Assists undergraduate and graduate students with their research projects.

#### 5% Training

- Participates in training and professional development sessions as needed.

#### 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:

- High school diploma or equivalent combination of education and experience.
- Two years of related experience.

### Required Licenses and Certifications:

- None

**Required Knowledge, Skills, and Abilities:**

- Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

- Computer
- Phone
- Research Equipment

**Physical Requirements:**

- Ability to lift and/or move medium weight objects.

**Other Requirements and Factors:**

- None

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