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## Research Technician II Standard Job Description

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**Classification Title:** Research Technician II (Business Title: Research Coordinator)

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 7

### Job Description Summary:

The Research Technician II, under general supervision 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.

### Essential Duties and Tasks:

#### 45% Research Support

- Assists in collecting samples and measurement data from experiments.
- Assists in performing analysis and tests.
- Records observations and scientific measurements.
- Assists senior staff members in conducting field experiments.
- Conducts research sessions and coordinates with researchers.
- Manages the participant (subject) pool by recruiting, screening, and maintaining records on research participants.
- Prepares and sets up research sessions including drafting protocol, coordinating with IT support.
- Compensates participants for their participation in the research sessions.

#### 35% Research Lab Maintenance and Coordination

- Schedules lab space for research sessions.
- Maintains lab supplies and other research equipment.
- Ensures adherence to lab standards and practices to maximize safety and operational effectiveness.
- Coordinates and oversees the daily activities in a laboratory, including staff support and quality control.
- Assembles and operates technical equipment.

#### 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.
- Three 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