

JOB INFORMATION

Effective Date	12/23/2022
Job Code:	3086
Job Title:	Senior Research Associate
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	50-Technical and Paraprofessional
Job Function:	Research
Job Family:	Research
Job Summary	The Senior Research Associate is responsible for proposal development, study design and management, data collection and analysis, and report/article compilation. Manages a team of students and/or employees engaged in scientific studies. Coordinates with external partners for collaborative research efforts and communicates with external project managers.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Degree in Environmental Science, Biology, Marine Biology, or a related field.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of experience working in a full-time position conducting environmental/biological research.	Required	
Some	Five years of experience working in a full-time position supervising environmental/biological research.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Valid Driver's License	Upon Hire	Required	

Licenses and Certifications

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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of scientific method, study design, and techniques for biological research.	Proficient
• Knowledge of proper and safe operation and use of research equipment including vessels.	Proficient
• Knowledge of permitting requirements (federal and state) for use of animals in scientific research.	Proficient
• Skills in oral and written communication of complex subjects.	Skilled
• Skills in database management and data analysis programs.	Skilled
• Skills in biological sampling gears/techniques (e.g. Electroshocking, netting, trapping, etc.).	Skilled
• Ability to lead and train teams of researchers in scientific studies.	Proficient
• Ability to work independently with minimal supervision.	Proficient
• Ability to effectively communicate with internal and external partners, colleagues, and subordinates.	Proficient

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Assist with proposal development, funding acquisition, study design, and project management.	40%
• Oversee day-to-day tasks of Research program staff engaged in projects that fall under incumbent's project management profile.	20%
• Assist in data analysis and report and article compilation, and other means of disseminating research results.	10%
• Maintain and operate vessels and associated equipment in support of field studies.	10%
• Collect environmental data associated with various projects.	10%
• Maintain, calibrate, and operate field and laboratory environmental data collection instruments and equipment.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Craft Workers - Outdoors

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting						
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling				X		
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat			X		
Humid			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description