

**JOB INFORMATION**

Effective Date	10/25/2021
Job Code:	3073
Job Title:	Autism Services, Research Assoc.
Salary Grade/Structure:	020 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Institutional Research
Job Summary	Assist the principle investigator in directing the major activities of the grant. Duties include attending meetings with collaborators at other Institutions; implementing the research protocol with participants; collecting and entering data; assuring quality control of data collection; recruiting and training research assistants; assisting with RB communications; coordinating intake procedures; assuring quality control of data collection; and monitoring clinical care documents as required by the study.

**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	in Psychology or Education	Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	years of experience providing applied behavior analysis services to Individuals with autism	Required	
Less than 3 yrs	of experience conducting functional analyses of problem behavior and Implementing functional communication training	Required	
Less than 3 yrs	of experience training parents to implement behavioral treatments	Required	
Less than 3 yrs	of experience providing treatment services via telehealth technology	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Board Certified Behavior Analyst		Required	

## Knowledge, Skills and Abilities

KSAs	Proficiency
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## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• Implement research protocol with all participants; collect and enter data.	70%
• Assure quality control of data collection; train research assistants; assist the Principle Investigator with recruiting, scheduling, monitoring, and tracking of research participants; assist with IRB communications; assist with coordination of intake procedures; monitor clinical care documentation as required by the study.	30%

## PRE-EMPLOYMENT

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

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

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

### Travel Requirements

Estimated Amount	Brief Description