

JOB INFORMATION

Effective Date	1/30/2023
Job Code:	4115
Job Title:	Research Technician
Salary Grade/Structure:	020 - Support Staff
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	50-Technical and Paraprofessional
Job Function:	Academic Affairs
Job Family:	Institutional Research
Job Summary	The Research Technician is responsible for collection of environmental and biological data. Responsible for entry and QC of data, and providing basic maintenance and operation of sampling equipment. Assists with laboratory sample analysis and processing.

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	
Associate's Degree	Associate's degree required or equivalent combination of education and experience.	Required	
Bachelor's Degree	Degree in Aquatic Ecology, Biology, Environmental Science, or closely related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Two years of experience working in water quality or other aquatic environmental monitoring/research program or equivalent combination of academic and work experience.	Required	
Less than 3 yrs	Three years of experience working in water quality or other aquatic environmental monitoring/research programs.	Required	

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 the scientific method.	Basic
• Knowledge of basic environmental concepts and common biological sampling techniques.	Basic
• Knowledge of calibration and maintenance of environmental sampling equipment.	Basic
• Able to communicate in both oral and written formats.	Skilled
• Proficient organizational skills.	Basic
• Skilled in the use of Microsoft Suite (Word, Excel, etc.).	Basic
• Ability to prioritize assignments and meet deadlines.	Basic
• Ability to conduct physical work in outdoor environment.	Skilled
• Ability to work in a team setting.	Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Conduct environmental field and lab data collection.	50%
• Enter and QC data.	20%
• Clean, organize, and prepare sampling equipment in support of research and monitoring projects.	15%
• Maintain, calibrate, and operate field and lab environmental data collection instruments and gear.	10%
• 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

Labor

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting					X	
Carrying					X	

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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	
Humidity				X	
Wet			X		
Noise					X
Hazards					X
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Travel Requirements

Estimated Amount	Brief Description