

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Staff Associate I

EEO CATEGORY: Professional

JOB NUMBER: 9-3810

STATUS & GRADE: E-9

DATE: 05/1999

DEPARTMENT: As required by grant or project.

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelor's degree. No experience required. One (1) year of experience in research for a particular field involved with a grant or project would be helpful. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Assists higher level Staff Associate in development and activities of the grant or project. Performs specialized work in conducting research and preparing materials for presentation or use involved with particular grant or project. May be responsible for work involving planning, directing, supervising, and participating in the grant or project.

SUPERVISION GIVEN & RECEIVED: May supervise lower level non-professional clerks and staff or student assistants. Work is performed under general supervision.

PRIMARY RESPONSIBILITIES: Assists a superior in planning or personally plans the parts of a major segment of a research project or grant. Analyzes and interprets the results of the research. Conducts original research either alone or in collaboration with associates. Collects materials and prepares reports. Devises surveys or questionnaires. Answers inquiries and reads current periodicals. Prepares materials and established sources. May assist in the teaching of workshops, courses, or lectures at the university in accordance with the qualifications for the project or grant. Performs other related duties as assigned.

OTHER SPECIFICATIONS: As may be required by grant or project.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.