

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

**TITLE:** Staff Associate II

**EEO CATEGORY:** Professional

**JOB NUMBER:** 9-3811

**STATUS & GRADE:** E-11

**DATE:** 05/1999

**DEPARTMENT:** As required by grant or project.

**EDUCATION & EXPERIENCE REQUIREMENTS:** Bachelor's degree in related field. Two (2) years experience in research for a particular field involved with a grant or project. 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 Staff Associates, clerical staff, or student assistants. Work is performed under minimum supervision.

**PRIMARY RESPONSIBILITIES:** Performs advanced assistance for a superior in planning or personally plans the parts of a major segment of a research project or grant. Supervises, checks, and advises the staff on progress of research work assigned. Conducts original research either alone or in collaboration with associates. Establishes sources and procures data and materials. Analyzes data and prepares reports. Edits articles, checking contents, and form style. May teach workshops, lectures, or courses at the university in accordance with qualifications for the project or grant. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** As may be required by grant or project. Contacts involve other University departments, state agencies, and off-campus firms.

**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.**