

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

UNDERGRADUATE RESEARCH ASSISTANT

REV: JUN 2020

CLASS CODE: 00063

FLSA: Exempt

PAY GRADE: monthly rate
between \$600 - \$1,000

SUMMARY

Function/Scope: Part-time or temporary research position, where the student's academic training is based in part on the research performed or where the research duties being performed will assist the student in fulfilling his or her degree requirements.

DUTIES

Typical: The principal duty of a research assistant is to contribute under supervision to a program of departmental or interdepartmental research. The appointment is made with the understanding that the required services will contribute to the professional training of the student.

Research assistants shall engage in research as assistants to members of the faculty or administration of the University. Appointment to one of these positions is usually made only in the student's own department or in another unit of the University where the research to be undertaken is related to the student's field of study. Appropriate service for an advanced research assistant may include the carrying out of independent research under the guidance of a faculty member.

SUPERVISION

Received: Direct supervision from assigned supervisor.

Given: May supervise other student workers.

EDUCATION

Required: Current UTRGV student; actively enrolled in an undergraduate degree granting program

Preferred:

EXPERIENCE

Required: None

Preferred: Relevant coursework as well as knowledge of lab equipment and procedures.

LICENSE/ CERTIFICATION

None.

EQUIPMENT

Required: Knowledge of special equipment used in the field. Word processing, spreadsheet, and database software. Use of standard office equipment.

WORKING CONDITIONS

General: Needs to be able to successfully perform all required duties. Typically an indoor office environment but may be required to travel around the campus.

OTHER

Eligibility: A student may work in an undergraduate research assistant position during the summer if that student either: (1) was enrolled in at least 12 credit hours during the entirety of the previous spring semester; or (2) is enrolled in at least 3 credit hours over the course of the summer session.

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Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive and thereby subject to the provisions of Section 51.215 Texas Education Code.

The above statements do not supersede or replace any statements made in the UTRGV Handbook of Operating Procedures or elsewhere which prescribe the role, responsibilities, duties and skills of personnel assigned to this job title, nor are they intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel assigned to this job title. The above statements are intended to describe the general nature and level of work performed by personnel assigned to this job title. Administration/management retains the discretion to add to or change the duties of the position at any time.

Substitutions to the above requirements must have prior approval from the Chief HR Officer.