

# Sam Houston State University Human Resources

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## Staff Classification Description – Research Associate I

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**Skill Category:** Tech/Para-Professional  
**Position (Employee) Class:** 4N277 (N1)  
**Grade:** 15  
**Date:** 11/2014

**Department:** College of Criminal Justice

**Educational & Experience Requirement:** Master's degree in criminology or criminal justice, psychology, sociology, public policy, or related area. One year of experience in criminal justice research; grant writing; administration of grant related activities; peer reviewed publication of research; and prior experience conducting research or analysis in public and private organizations. Experience with SPSS software would be helpful. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Plans and manages new or ongoing research projects or programs for the Crime Victims' Institute (CVI) within the College of Criminal Justice. Travels and represents the CVI at conferences and meetings throughout the state of Texas.

**Supervision Given & Received:** Works under minimum direction from the Crime Victims' Institute Executive Director.

**Primary Responsibilities:** Serves as a liaison between victim service providers and faculty within the College of Criminal Justice on an as needed basis in an effort to facilitate research that would fulfill the mission of the Crime Victims' Institute (CVI). Assists with planning and conducting research projects. Devises surveys and questionnaires. Performs data analysis, literature review, and prepares reports. Exercises responsibility for project performance and accountability for progress and personally performs research related activities including review of project related literature, data analysis, and report preparation for distribution. Travels to conferences and meetings throughout the state to display and present the work of the Crime Victims' Institute. Explores and applies for possible grant funding opportunities within the scope of the CVI. Perform other related duties as assigned.

**Other Specifications:** Excellent research and quantitative capabilities are required as well as excellent written and oral communication skills. Important contacts with research faculty, staff, and victim service professionals. Position requires attendance at conferences and meetings.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**