

# Sam Houston State University Human Resources

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## Staff Classification Description – Research Associate II

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**Skill Category:** Tech/Para-Professional  
**Position (Employee) Class:** 4N276 (N1)  
**Grade:** 17  
**Date:** 11/2014

**Department:** College of Criminal Justice

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

**Nature & Purpose of Position:** Plans, administers, manages, or directs the activities of new or ongoing research projects or programs for the Correctional Management Institute of Texas (CMIT) within the College of Criminal Justice.

**Supervision Given & Received:** Works under minimum direction and provides supervision to research and graduate students.

**Primary Responsibilities:** Serves as a liaison between correctional professionals and faculty within the College of Criminal Justice on an as needed basis in an effort to facilitate research that would advance the field of criminal justice. Performs data analysis, literature review, and prepares reports. Plans, coordinates, and supervises assigned research projects or segments of larger research projects. Exercises responsibility for project performance and accountability for progress and personally perform research related activities including review of project related literature, data analysis, and report preparation, for both internal and external use and distribution. Supervises or oversees research assistants assigned to research projects. Coordinates faculty, staff, and correctional practitioners on research projects. Searches for new research initiatives. Works closely with senior staff, faculty, and correctional practitioners on research and program projects. Performs 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, correctional professionals, executive leadership, criminal justice agencies, and federal, state, and foundation funding agencies. Position requires travel to research sites including prisons, jails, and probation offices.

**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.**