

JOB INFORMATION

Effective Date	10/25/2021
Job Code:	3073
Job Title:	Autism Services, Research Assoc.
Salary Grade/Structure:	020 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Institutional Research
Job Summary	Assist the principle investigator in directing the major activities of the grant. Duties include attending meetings with collaborators at other Institutions; implementing the research protocol with participants; collecting and entering data; assuring quality control of data collection; recruiting and training research assistants; assisting with RB communications; coordinating intake procedures; assuring quality control of data collection; and monitoring clinical care documents as required by the study.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	in Psychology or Education	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	years of experience providing applied behavior analysis services to Individuals with autism	Required	
Less than 3 yrs	of experience conducting functional analyses of problem behavior and Implementing functional communication training	Required	
Less than 3 yrs	of experience training parents to implement behavioral treatments	Required	
Less than 3 yrs	of experience providing treatment services via telehealth technology	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Board Certified Behavior Analyst		Required	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of conducting functional analyses of problem behavior and implementing functional communication training. 	Skilled
<ul style="list-style-type: none"> Knowledge of computer-based data collection. 	Skilled
<ul style="list-style-type: none"> Skilled in program administration and oversight. 	Skilled
<ul style="list-style-type: none"> Advanced skills in Prism and Word. 	Skilled
<ul style="list-style-type: none"> Ability to train and supervise others in the techniques and procedures of Applied Behavior Analysis. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Implement research protocol with all participants; collect and enter data. 	70%
<ul style="list-style-type: none"> Assure quality control of data collection; train research assistants; assist the Principle Investigator with recruiting, scheduling, monitoring, and tracking of research participants; assist with IRB communications; assist with coordination of intake procedures; monitor clinical care documentation as required by the study. 	30%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description