

Research Associate

Posting Information

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| Posting Number | 202246 |
| Posting/Functional Title | Research Associate |
| University Pay Plan Title | Research Associate |
| Location | San Marcos |
| Department | Edwards Aquifer Research |
| Recruitment Type | Open to All |
| Job Type | Full-Time |
| Monthly Salary | \$2,964 - \$4,166 (Commensurate with experience) |
| Job Category | Exempt |

Required Qualifications:

Applicants must specifically address how they meet these required qualifications to meet the requirements of the position.

Bachelors Degree in Chemistry or other science field.
24 college credit hours of chemistry

- Experience with, and an advanced knowledge of, chemistry
- Experience working in an analytical lab
- Experience using standard methods in a lab setting
- Experience working with analytical instruments and sensors including but not limited to: ion chromatography, pH sensors, ovens, autoclaves, incubators, autosamplers, microbalances, and thermometers.

Preferred Qualifications

- Experience with measuring devices including but not limited to sensors, rulers, gauges, and balances.
- Intermediate to advanced math skills
- Ability to read, hear, understand, interpret, and retain complex technical information.
- Ability to troubleshoot and repair instruments, and to clearly communicate with service technicians via email or phone.

- Experience preparing technical reports, letters, and standard operating procedures
- Experience directing the work of others, monitoring and training student and hourly workers, establishing a rapport with customers and staff, developing action plans for accomplishing results, and operating PC-based programs.
- Basic understanding of principles of atomic absorption
- Basic understanding of QA/QC protocols, lab safety, and chemical hazards and hygiene.

Job Description

Primary duties are: bacteriological and chemical analysis of water samples; sample receiving, handling, tracking, and processing; communicating with customers; receiving payments; and reporting results to customers and regulatory agencies via verbal, written, and online communication. In the event the Technical Director is unable to work in the lab for at least 30 days, this position will also be responsible for a variety of research, supervisory, and QA/QC duties normally performed by the Technical Director.

- ▶ Perform inorganic chemical analyses following standard operating procedures and ensure

that all quality control parameters meet criteria.

- ▶ Conduct bacteriological analysis of water samples and ensuring that all quality control

parameter meet criteria.

- ▶ Assist with monthly and annual bacteriological quality control requirements.

Job Duties

- ▶ Assist with training of and provide oversight for Laboratory Technicians (Undergraduate

Research Assistants/Student Workers)

- ▶ Help to ensure that quality control protocols are conducted and results meet QA/QC criteria for all analysis.

- ▶ Help to ensure that samples are processed through laboratory in an accurate and timely manner.

- ▶ Assist with maintaining clean glassware.

- ▶ Correspond with federal and state agencies.
- ▶ Conduct quality control tests on lab instruments.
- ▶ Generate quality control data.
- ▶ Clean and maintain instrumentation and equipment.
- ▶ Prepare standards and dilute stock standards using standard techniques/SOPs and labware.
- ▶ Operate equipment to determine the concentration of analytes in water samples.
- ▶ Maintain clear and complete records of all analyses.
- ▶ Calculate detection limits for various analytes .
- ▶ Prepare and update standard operating procedures.
- ▶ Serve as Deputy Technical Director if Technical Director is absent for 30 days or more.
- ▶ Interact with customers via email, phone, and in person to provide information, answer questions, and resolve concerns, accept payments for laboratory services.
- ▶ Perform data entry, complete monthly database entries for state agency.
- ▶ Maintain a high standard of professionalism
- ▶ Perform data entry, complete monthly database entries for state agency
- ▶ Interact with customers via email, phone, and in person to provide information, answer questions, and resolve concerns, accept payments for lab services
- ▶ Perform other duties as assigned.

Additional Information to Applicants

Occasional weekends or evening hours.

Job Open Date

09/29/2021

Job Close Date (posting closes at midnight)

Open Until Filled

Yes

Normal Workdays Monday, Tuesday, Wednesday, Thursday, Friday

Normal Work Hours Start 8:00AM

Normal Work Hours End 5:00PM

Posting Notices

Applicant must have a valid Texas Driver's License and be a driver in good standing with less than ten (10) points deducted for driving infractions as determined by the employer driving standards system., YOU WILL BE REQUIRED TO ELECTRONICALLY ATTACH A TRANSCRIPT., You will be required to electronically attach a resume, cover letter, recommendation letter(s), and list of references to your application.

Texas State University is an Equal Employment Opportunity/Affirmative Action Employer, committed to inclusive thought and action in support of our diverse community. Individuals from historically underrepresented groups and all those who share our commitment to inclusivity and passion for the strength of our diversity are strongly encouraged to apply.

Employment with Texas State University is contingent upon the outcome of record checks and verifications including criminal history, driving records, education records, employment verifications, reference checks, and employment eligibility verifications.

Legal and Required Notices

Texas State University is a tobacco-free campus. Smoking and the use of any tobacco product will not be allowed anywhere on Texas State property or in university owned or leased vehicles.

Texas State University is a member of the Texas State University System. Texas State University is an EOE.

Texas State is committed to increasing the number of women and minorities in administrative and professional positions.

Why work @ Texas State?

- Amazing health insurance: various coverage options starting your first day of employment for full-time employees with Texas State paying 100% of the employee premium and 50% for your dependents!
- Generous paid time off: vacation, holidays, sick days and many more!
- Excellent work life balance resources: mother and family-friendly resources in addition to a comprehensive FREE wellness program
- Great training and development opportunities: choose from a variety

of classroom and online course offerings, learning resources, certifications, and employee educational support programs.

- An inclusive Bobcat community: join our many social networks offered on and off-campus
- Retirement peace of mind: TRS pension, retirement plans and voluntary saving options with generous employer contributions

By joining the Texas State Bobcat team, you'll be a part of one of the most beautiful, diverse, and growing universities in the nation.

Quick Link

<https://jobs.hr.txstate.edu/postings/36265>

Applicant Document

Required Documents

1. Resume
2. Cover Letter
3. Unofficial Transcripts (all in one document)
4. Letter of Recommendation #1
5. List of References

Optional Documents

1. DD 214/DD1300
2. Veteran's Preference
3. Letter of Recommendation #2
4. Letter of Recommendation #3

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Do you currently hold or have the ability to obtain a driver's license within 90 days of employment?
 - Yes
 - No