**Associate Research Social Scientist Standard Job Description**

**Classification Title:** Associate Research Social Scientist

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Associate Research Social Scientist, under general supervision, assists in the direction and management of information systems, database systems, and websites. Manages and creates related reference publications.

**Essential Duties and Responsibilities:**

**40% Management and Development of Data Systems**

* Manages and develops detailed multiple listing service (MLS) statistical programs and reports for Texas Realtor Associations.
* Manages and develops national and regional economic and real estate databases.
* Manages the creation of web and computer-based programs.
* Oversees MLS housing survey data collection.
* Assists with data analyses in support of the research agenda.
* Creates and updates reference/resource publications.
* Manages software licensing, installation, and troubleshooting for specialized research software and applications.
* Researches software and makes recommendations as appropriate.

**20% Technology Management and Support**

* Serves as webmaster; creates, designs, and manages the website.
* Serves as systems and network administrator.
* Assists in the direction of technology systems and manages assistants.
* Assists staff with software and computer-related problems or education.
* Manages the Apple Mac environment used by the graphic design team.
* Supports the research team with IT/data needs.
* Develops and supervises a team of one or more students to assist in fulfilling the traditional IT responsibilities.

**10% Data Integration and Enrichment**

* Utilizes public data resources to collect data.
* Enriches the data warehouse.
* Republishes data on the website.
* Develops tools necessary to access high-priority data sources.
* Accesses the Census Bureau’s API for American Community Survey data.

**5% System Maintenance and Disaster Recovery**

* Maintains the organization’s Microsoft Azure environment, including offsite backup storage for disaster recovery purposes.
* Recovers operations offsite in case of server failure.
* Monitors and maintains the function and performance of high-performance file servers and SQL Server database servers.

**5% Licensing and Resource Management**

* Maintains mailing lists for publications and for lists sold to outside users.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Master’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge word processing, spreadsheet, and database applications.
* Knowledge of effective research and teaching methods.
* Ability to multitask and work cooperatively with others.
* Ability to communicate clearly and effectively to ensure understanding.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**