



## Job Description

### **Title: Research Assistant Job Description**

**Description:** Under general supervision, the Research Assistant provides general office management (front desk reception, subject scheduling and data management), technical assistance (collecting, processing, coordinating samples, specimens, information, and data), and, this position may serve as the clinic receptionist or phlebotomist (depending on qualifications).

**Reports to:** Manager of Clinical Services

**Duties:** The Research Assistant will:

- Manage the front desk including subject reception/screening/scheduling.
- Provide assistance to clinic staff by organizing files, projects, data, etc.
- Provide general office management to keep operations running smoothly.
- Assist with the development and execution of clinical research studies and programs
- Work under specific instructions to assist with routine tests, experiments, and procedures
- Collect, process, and assist in the compilation and verification of research data, samples, and/or specimens (following strict protocol and detailed instructions)
- Enter data from forms and documents into databases and other documents
- Assist with routine data verification and quality control, ensuring data integrity and consistency with prescribed study protocol
- Perform literature searches, research, and overall administrative assistance
- Perform other duties as assigned

**Responsibilities:** Specific responsibilities include:

- Assisting with routine data analysis and interpretation using data analysis programs
- Assisting in the setup, operation, and maintenance of research equipment/instruments
- Following established policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards



- May lead, train, guide, and/or allocate work to student employees and/or other research support personnel, as appropriate
- Recruiting subjects for trials and developing tools to improve clinical trial conduct
- Developing credible relationships with subjects and customers

**Qualifications:** The ideal candidate must have the following:

- Bachelor's degree in health related field (1+ year clinical research experience preferred)
- Outstanding technical writing skills and understanding of medical terminology/research
- Exceptional organizational, interpersonal, and presentation skills
- Ability to understand and follow complex, detailed technical instructions,
- Ability to foster a cooperative work environment
- Ability to maintain quality, safety, and/or infection control standards
- Ability to understand and follow basic scientific research protocol and procedure
- Highly proficient with MS Office (Word, Excel, Access, and PowerPoint), email, internet
- Advanced understanding of data management processes
- Ability to analyze and interpret scientific data and skilled in the use of computerized systems and databases.