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# Example of Assistant, Research Job Description

Our innovative and growing company is hiring for an assistant, research. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant, research

* Maintain appropriate animal research protocols and ensure compliance within protocols
* Order necessary supplies
* Handle any other necessary compliance-related issues, including Environmental Health and Safety and controlled substances
* General laboratory maintenance including ordering and stocking of supplies
* Helping supervise undergraduate and work study students
* Conduct experiments with Drosophilia and cell cultures
* Collecting, recording and compiling data and maintaining a laboratory notebook
* Travels to fulfill some tasks
* Sets up and performs routine and established lab procedures in support of lab goals, grant commitments, assays, cell/tissue culture
* Monitors results, reports unusual outcomes and suggests modifications

## Qualifications for assistant, research

* A multi-tasker with a proven track record for meeting deadlines
* Bachelor’s Degree or equivalent, with some specialization in finance/accounting
* Superior organizational and writing skills, discretion, knowledge of Dr
* Strong organization and time management skills, ability to work well independently and in groups
* Provide research support to various experimental protocols as required and draft sections of technical reports
* Provide coordination and planning support for meetings