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# Example of Clinical Research Assistant Job Description

Our company is hiring for a clinical research assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for clinical research assistant

* Assisting the clinical team with administrative activities as required
* Assisting Clinical Manager with monitoring tasks as required
* Administer questionnaires, and assists with procedures for obtaining patient screening and recruitment obtaining research specimens
* Collects and organizes patient data, may initiates and maintain contact with study participants
* In conjunction with the PI, develops, and under the direction of project manager, assists with writing, and implementation of new research protocols including design, data collection systems and institutional review board approval (IRB)
* The Clinical Research Assistant will have the primary responsibility for assisting with the coordination of various aspects of research trials
* Interact and correspond with various internal and external constituents including sponsors, cooperative groups, Institutional Review Board and regulatory agencies
* Assisting with enrolling, registering and screening patients for clinical research trials
* Perform various administrative duties, which may include proper collection and shipment of lab samples
* Clinical trial enrollment reconciliation

## Qualifications for clinical research assistant

* A minimum of an Associate Degree with minimum 2 years of industry experience is required or H.S
* A Bachelor’s degree preferred in science or health-care field, or equivalent
* Clinical research experience, particularly with mood disorder patients
* Minimum of 2 years of experience supporting clinical trials in a GCP environment required
* At least 6 months to 1 year of RT experience
* Must be proficient in computer software applications (Microsoft Office Suite)