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# Example of Graduate Research Assistant Job Description

Our company is looking to fill the role of graduate research assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for graduate research assistant

* Resources academic department contacts (by direction of supervisor) as needed for additional data for research
* Prepares and maintains weekly status reports including information on scheduling and deadlines for the project
* Verifies the accuracy of the data
* Produce written and visual materials for research reports and presentations
* Presents research to stakeholders and responds to concerns and questions from invested parties
* Assist the program coordinator and directors in organizing and monitoring communications channels with various project contacts
* Research and summarize on-going topics of interest to the project
* Manage project data stores
* Form reports related to specific requests per the program coordinator and director
* Other duties as assigned by the program coordinator

## Qualifications for graduate research assistant

* Type 60 wpm with high degree of accuracy
* Good oral and written communication skills, group communication skills, with ability to proofread and edit materials
* Experience with desktop publishing protocols, spread sheets, scanning
* FAX, Photoshop, digital camera
* Typing minimum 50 words per minute with accuracy and attention to detail
* Ability to exercise independent judgment and discretion in problem solving