Downloaded from <https://www.velvetjobs.com/job-descriptions/professional-research-assistant>

# Example of Professional Research Assistant Job Description

Our company is growing rapidly and is hiring for a professional research assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for professional research assistant

* Assist with grant writing/document editing
* Assist with manuscript preparation (including EndNote)
* Assist with COMIRB submission & adherence
* Conduct correspondence
* Organize/manage files
* Potentially) Travel to/copresent at conferences
* Website and social media management
* Routine calibration, testing and validation of LC and MS systems
* Assist with instrument troubleshooting and repair
* Communicate regularly with clients, including meetings and responding to email and phone queries

## Qualifications for professional research assistant

* A minimum of 6 months work experience in a research lab
* At least two years of previous laboratory experience is required
* Applicants should demonstrate that they are well organized, reliable, independent and possess considerable attention to detail
* Bachelor’s degree from an accredited college or university with coursework in biological science or related field
* BA/BS in biology/molecular biology/biochemistry/genetics/microbiology or a related field and significant prior research experience in molecular biology and genetics
* Previous research experience with Drosophila melanogaster, basic molecular biology techniques, gas chromatography mass spectrometry and/or fluorescence microscopy