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# Example of Project Assistant Job Description

Our company is hiring for a project 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 project assistant

* Arranging initial meetings with participants to help them set up with the app & collect baseline data
* Following study protocols and being familiar with all features of our mobile app
* Tracking of participants’ data via customized web platform during 4-week MyQuit trial period and nudge participants when compliance falls below 80%
* Followup at 1-month and 2-month after the completion of MyQuit mobile phase
* Being in charge of subject compensation/payment (ClinCard)
* Recruiting and training undergraduate/MPH RA students (probably 2-3 well-trained RAs would be sufficient)
* Scheduling room/time and attending weekly lab meetings (we have a 1-hr data meeting and a 1-hr lab meeting)
* Keeping meeting minutes or facilitate RAs to keep minutes
* Maintenance of IRB docs, study personnel, and amendments
* Maintaining and monitoring project mobile phone inventory and log

## Qualifications for project assistant

* Knowledge/ experience of game art production or project management is a plus
* Ordering project supplies (this will mostly be ordering Android phones, when our current ones break)
* Process bills and reports
* Reconcile with other affiliates post payments
* 3+ years of experience in computer technologies and accounting
* Assists in coordinating study participant activities to include recruitment