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

# Example of Research Administration Job Description

Our company is growing rapidly and is looking to fill the role of research administration. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for research administration

* Responsible for independently drafting/recording minutes
* Coordinate and edit revisions to book chapters, manuscripts, articles, reports and teaching materials of a highly technical nature
* Serve as key point of contact for all external audits related to the research enterprise
* Develop staff on research administration matters
* Collaborate cross-functionally to ensure study and grant goals and objectives are met
* Manage and oversee individuals who manage operational aspects of clinical trials from start-up to final results reporting
* Coordination of in-house operations vendor selection, contracting, and oversight
* Other duties incidental to the position
* Assist with post-award financial management of the clinical trial funding and ensure all invoices are submitted, checks received from sponsors, and credits posted to the correct accounts
* Assist with financial management, invoicing, and clinical trial revenue tracking

## Qualifications for research administration

* Demonstrated proficiency with Microsoft Office Suite software familiarity with web content management systems (Open Scholar)
* Proficient in full suite of Microsoft Office and other Windows-based applications
* Minimum of three years progressively complex administrative experience
* Ability to handle multiple projects at one time (planning and prioritization), strong editing and writing skills, and excellent communication skills with outstanding attention to detail
* 1 year of experience in coordinating small or departmental projects
* 1 year of experience in a professional working environment