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# Example of Research Assistant / Associate Job Description

Our innovative and growing company is hiring for a research assistant / associate. 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 research assistant / associate

* Works efficiently, minimizing distractions and manages time to accomplish work by expected deadlines
* Maintains laboratory equipment and facility
* Travel as required to outside laboratories for the purpose of receiving training from a qualified laboratory or providing training to a receiving laboratory
* Work with Arizona Health Sciences Library (AHSL) colleagues to develop online instructional materials, tools and presentations based upon specific course curriculum and educational goals
* Using web-based and traditional classroom methods, develop information literacy tools for use on the health sciences campus
* Engage in collaboration with colleagues in AHSL to improve the delivery of library instruction, online tutorials and guides for students and faculty in online and off-site programs in the Colleges of Public Health, Pharmacy and Nursing
* Provide training to AHSL librarians in the use of effective online and classroom-based instructional tools and information resources
* Supports with Clinical Trial Application submissions, including relevant informed consent local changes and translations into local language as required
* Monitoring Plans, and to quality standards in conducting clinical research
* Supports and/or conducts (accompanied) site qualification, initiation, interim monitoring and study closeout visits for Phase 14 studies in accordance with local regulations, Good Clinical Practices (GCPs), ICH Guidelines, and

## Qualifications for research assistant / associate

* A track record of authoring relevant scientific publications
* One year of clinically-related experience in a medical profession, pharmaceutical, or diagnostic company is preferred
* Knowledge of conducting industry-sponsored clinical research
* Good written and verbal communication skills.Written and verbal fluency in English and local language (if not English).Good observational skills,analytical and conceptual capabilities
* Experience or major in communication, marketing or journalism is preferred
* Patient in daily detail works is a must