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# Example of Research Assistant Job Description

Our growing company is looking to fill the role of 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 research assistant

* Conduct interviews with subject matter experts
* Perform web-based literature reviews
* Design and create electronic surveys
* Perform qualitative and quantitative data analysis
* Create summary reports of data collection activities
* Attend and provide support at subject-matter expert meetings (some travel required)
* Manage project schedule
* To undertake a research project, in discussion with the grant-holders and other collaborators, including participation in regular planning meetings
* To recruit participants to the study from a database of eligible patients and meet targets for recruitment and study completion
* To perform MEG and MRI scanning, whilst ensuring good quality MRI data is collected using test objects (phantoms) on a regular basis

## Qualifications for research assistant

* Highly organized with the ability to multitask and work under time pressure
* Highly motivated and quantitative-oriented college graduate with excellent verbal and written communication skills
* Able to demonstrate excellent attention to detail, good multi-tasking and problem solving skills, and demonstrated ability to comply with strict deadlines
* Passing CFA exams
* Experience at a financial services company with knowledge of fixed income or equity instruments
* The investigation of a new redesigned chlorination sensor that utilizes colorimetry