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# Example of Research Professional Job Description

Our innovative and growing company is hiring for a research professional. 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 professional

* Generate written protocols
* Maintenance of computers, software and data records
* Maintains comprehensive knowledge of all protocols carried out by the collaborating physicians
* Assist in the day to day duties required for clinical trial operations including but not limited to, conducting initial recruitment and completes medical history for research study subjects, schedules study subjects’ clinic visits
* Reviews protocol inclusion/exclusion criteria, and confirms eligibility of subject
* Communicate regularly with faculty, students and researchers, including meetings and responding to email and phone queries
* Detailed scientific record keeping and laboratory inventory management including receipt and shipping of human and microbial DNA samples, reagents and supplies
* Chromatogram analysis
* Variant interpretation based on co-segregation with disease status in families, occurrence in control samples, bioinformatic evaluation and occurrence in databases of next-generation sequence data
* Maintenance of a laboratory inventory

## Qualifications for research professional

* 2-4 years of progressively responsible experience in project management
* Knowledge of federal grant and contract regulations and policies
* Bachelor’s Degree in Public Health (Biostatistics or Epidemiology), Sociology, or Psychology
* Basic understanding of biology and willingness to learn a variety of lab techniques
* Well-organized, reliable, independent and possess considerable attention to detail
* BS or BA degree in biology or related fields