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

# Example of Research Program Assistant Job Description

Our innovative and growing company is looking for a research program assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for research program assistant

* Assist in entering data
* Schedule visits for study participants
* Assist in recruiting new participants
* Conduct intake and outcome assessments
* Assist with monitoring patients' progress and attendance, updating patients' graphs, and help facilitate computer-based typing, keypad, data entry, and other training programs
* Attend weekly meetings with Director, faculty and research program manager to report on recruitment rates, patient progress and performance in the trial, and other key trial data
* Will coordinate the day to day support of a large clinical research group
* Operates clinical equipment as directed by the Research Coordinator, Program Manager or PI
* Assist team in the coordination of project-related activities (i.e., data collection, surveys/interviews, coordination of bio-specimen collection) at internal or external (on-site & off-site) study sites
* Identify, contact, recruit and enroll research participants

## Qualifications for research program assistant

* Maintain databases (including data entry) and project documentation with accuracy
* Review of patient information for recruitment and other study purposes, ensuring that patient privacy and confidentiality is protected at all times
* Other project-related or administrative responsibilities as requested
* Assist with mailings to patients
* Implements and maintains data collection and analysis systems in support of research protocol
* Assists clinical research staff with data collection, including obtaining medical records, lab results, diagnostic results, visit notes, data entry, and data clarification