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# Example of Research Program Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of research program assistant. 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 program assistant

* Collects specimens (blood, saliva and urine) and adheres to strict labeling and handling protocols, collection timelines as governed by program protocols
* Responsible for communication and collaboration with physician champions and practice staff to complete enrollment steps according to protocols
* Responsible for detailed and accurate data capture of program and participant elements into external (NIH) and internal databases and websites, according to NIH protocols
* Responsible for communication with participants leading up to enrollment appointment (sending reminders, providing guidance for completion of online steps)
* Responsible for placing outreach phone calls to recruit new participants for enrollment
* Responsible for knowing and conveying all program elements to include program background, enrollment steps, FAQ’s, and relevant protocol aspects to interested participants
* Serves as ambassador and program expert while manning tables and booths in high traffic areas and at community events to increase awareness and gain enrollments
* Collects basic demographic information from interested participants, enters the data into the program’s customer relationship management system, and follows-up to secure enrollment
* If certified, may be required to perform phlebotomy for specimen collection
* Perform Routine clinical procedures, , take vital signs- blood pressure, height, weight

## Qualifications for research program assistant

* Ability perform research in a laboratory setting working with little training and independence for all routine procedures, to lead certain research activities, and to perform various advanced procedures
* 2 years related experience required, preferrably in an experimental research setting is preferred
* Highly motivated with the ability to take initiative and function as a self-starter
* Ability to work effectively as part of a team and with limited in-person supervision
* Excellent organization/prioritization skills, attention to detail, and follow-through
* Demonstrated proficiency in project management and operations