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# Example of Senior Professional Research Assistant Job Description

Our growing company is hiring for a senior professional 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 senior professional research assistant

* Coordinate the design, performance and analysis of experiments independently and in collaboration with the Principal Investigator (PI)
* Other duties as determined by Directors/supervisors
* Maintenance of a GI/Breast cancer xenograft bank, mouse work and development and improvement of mouse models, as directed
* Moderate supervisory responsibilities for daily research activities
* Provide centralized study oversight
* Work closely with lead Study Principal Investigators (Study PIs) via phone, e-mail, and/or Zoom to develop study materials, training materials, to facilitate successful study conduct
* As a member of the PCC, track and report on key performance indicator (KPI) metrics, as requested by the PCRC Executive Committee
* Communicate directly with members of the PCRC and the broader palliative care research community, and assist them with requests as needed
* Attend and document proceedings at PCRC Face-to-Face Investigator Meetings
* Schedule and hold regular teleconferences for clinical research coordinators (CRCs) and Study Site Principal Investigators (SSPIs)

## Qualifications for senior professional research assistant

* Computer knowledge and the ability to use electronic medical records are necessary
* Must be team-oriented, flexible, self-motivated and able to work independently with limited supervision
* Experience with EndNote reference management
* Website Development and Management
* Master's degree in health-related field, plus at least 2 years of experience in a research environment
* Proficiency with Atlas.ti software