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

# Example of Senior Research Assistant Job Description

Our innovative and growing company is looking to fill the role of senior research assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior research assistant

* Manages research study website and communications
* Performs database management, including testing new features of systems
* Oversees the implementation of new study processes and procedures
* Plans and coordinates the education and training of research study staff and clinical site staff
* Answers questions and solves problems either individually or in collaboration with colleagues
* Provide secondary review of essential documents (e.g.1572s, Investigator CVs, Financial disclosure forms, ) as needed
* Create PDF files of documents required for various reports, such as clinical study reports (CSRs), as needed
* Attend Study Team Meetings, Vendor Meetings as needed
* Perform data entry on an occasional basis, as needed
* Create patient/subject tools or other material as needed

## Qualifications for senior research assistant

* Science or math background
* Experience with computers including word processing, PowerPoint, Excel, and graphical data representation software
* Master's degree with emphasis in the biological sciences
* Background in cancer biology, molecular biology or reproductive sciences
* Evidence of independent research experience (publications or thesis)
* Order and ship study related supplies as needed