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# Example of Student Research Assistant Job Description

Our innovative and growing company is looking to fill the role of student research 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 student research assistant

* Assists in the collection of project data
* Assists in coding data according to project requirements and established protocols
* Assists in processing, organizing and summarizing data, reporting experiment results using a variety of scientific, word processing, spreadsheet or statistical software applications or program platforms
* Assists in preparing periodic reports of project status
* May process orders or invoices, or undertake other clerical and simple accounting duties under the direction of the Principal Investigator
* Recruit subjects to participate in studies by using approved methodologies, such as reviewing EMRs, contacting healthcare providers for referrals, using approved advertisements, posters, flyers
* Screen and enroll study participants, including educating participants about the research protocol, informing participants of the rights and responsibilities, and obtaining informed consent
* Schedule and confirm appointments and ensure participants are prepared for the study visits
* Conduct telephone or in-person interviews to complete questionnaires, as needed
* Make notations of participant contact information and other relevant data to optimize care and retention

## Qualifications for student research assistant

* Ability to work carefully with attention to detail and consistent accuracy is required
* Writing concept papers, reports, proposals
* Master’s or Doctoral Level
* Strong written and verbal communication and research skills
* Ability to multi-tasked with good organizational skills
* High level knowledge of early childhood mental health