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# Example of Temporary Research Assistant Job Description

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

## Responsibilities for temporary research assistant

* Assisting with research and evaluation projects, including, but not limited to, compliance reports and a variety of internal research requests
* Assisting with creating, editing, and reporting results from internal surveys
* Supporting completion of many of the on-going reports to outside agencies, including IPEDS and surveys sponsored by news and education organizations (US News, Peterson’s, Princeton Review, College Board, ACT)
* Track and analyze NJ PBSIS data
* Develop narrative and graphical summaries of program data
* Develop program activity and outcome dissemination tools
* Support the development of programmatic tools and products
* Analyze basic to moderately complex laboratory assays based on protocols and in compliance with SOPs and GLP regulations
* Record project data in accordance with GLP regulations
* Transcribes and edits research interviews, which may be 2-4 hours in length

## Qualifications for temporary research assistant

* Attention to detail is critical, as is the ability to ask questions and work within a team
* IRB Certified (Preferred)
* Excellent interpersonal skills with necessary discretion to work with confidential information
* Attention to detail in documentation and filing
* Relevant experience in administrative operations
* Ability to work independently once