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# Example of Temporary Research Assistant Job Description

Our growing company is searching for experienced candidates for the position of temporary research assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for temporary research assistant

* Administer surveys to elementary school-aged children at multiple Chicago Public Schools sites per shift
* Serve lunch to students during data collection
* Engage students in fun, energizing games to keep them focused/engaged in the work
* Pick up/drop off students from classrooms before/after data collection
* Transport study materials to Urban Initiatives offices after each shift
* Recruits and schedules study participants
* Track research participants, and perform any necessary follow-up tasks
* Schedules study visits with participants, conducts interviews, scores test results, and collects survey data
* Collect specimens such as blood samples, as required by research projects
* Corresponds with site-specific IRB and program manager regarding any reports of serious adverse events, protocol deviations, or study amendments

## Qualifications for temporary research assistant

* Demonstrable skill with a scientific computing language
* General laboratory equipment consistent with anesthesiology research
* Years’ experience as an undergraduate research assistant in psychology
* Basic SPSS skills
* Ability to use Microsoft Office and Google Apps effectively
* Ability to effectively communicate with undergraduate research assistants, graduate students, and faculty supervisor