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# Example of Temporary Research Assistant Job Description

Our company is growing rapidly and 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

* Coordinates and conducts information sessions for community organizations, professional staff, pharmaceutical representatives, and research team
* Edit and submit protocols and other required research documentation
* Present research findings to groups of people
* Develop and implement research quality control procedures
* Strategically coordinate efforts of study field staff and student research assistants to maximize opportunities to interact with potential participants
* Closely monitor recruitment metrics and adjust recruitment strategy accordingly
* Communicate recruitment schedules with field staff, student research assistants, and project managers to ensure coordination
* Recruit potential study participants and screen for study eligibility
* Build upon TMW's existing relationships with health clinics, social service agencies, and early learning programs, develop new relationships to create recruitment opportunities
* Request recruitment resources from director within allocated budget

## Qualifications for temporary research assistant

* Occasionally sit, kneel, crawl, reach and work above, sort and file paperwork or parts
* Bachelor’s Degree in Molecular Biology and Biochemistry preferred
* One (1) year of prior laboratory experience or Bachelor’s Degree in a related field
* Ability to read, write, speak and understand or communicate in English sufficiently to perform job duties
* Evidence of contributions to scholarly research outputs
* Three years experience as a research assistant/laboratory technician