



Example of Research Aide Job Description

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Our company is searching for experienced candidates for the position of research aide. 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 research aide

- Collect, wash, and return lab coats to the appropriate laboratories
- Perform basic library reference searches
- Enter data into the department and/or the Umass Medical School accounting system
- Assist PI and Postdoc in research materials for study
- Assist in compilation of reports
- Manage database for team observations
- Assist in development of new training materials
- Perform classroom observations for fidelity of implementation
- Assist in conference logistics
- Work one-on-one with potential study participants including scheduling of appointments, carrying out the informed consent process

Qualifications for research aide

- Must be capable of following and mastering detailed written instructions
- Demonstrated ability to enter data into computer programs
- Process crop samples by weighing, counting heads or kernels, and counting seeds
- Perform routine custodial duties to maintain cleanliness and order in the workplace
- Must have a valid drivers license upon employment

