



Example of Research Support Job Description

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Our innovative and growing company is looking for a research support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for research support

- Maintain cage washing areas and other assigned work areas (central hallways, storage rooms,) in an organized and sanitary manner
- Maintains inventory of chemicals and accessories for all applicable equipment
- Alerts supervisory personnel in a timely manner of impending shortages and reorder amounts
- Assists in unloading, storage, and stocking supplies, including lab coats
- Troubleshoots potential equipment failures and notifies supervisory personnel of potential equipment malfunctions within an acceptable time frame
- Assists in minor repairs and/or alerts supervisory personnel of equipment malfunction at the time of observation
- Individual must display good communication skills, a high degree of self-motivation and work well independently team member with minimal supervision
- Identify current health problems of subjects, manage current contact information including home address, phones, for scheduling timely home visits. Assist with neurodevelopmental screening and follow-up data collection for research studies
- Score survey sheets, perform data entry, and perform data cleaning procedures
- Perform general office duties (faxing, photocopying, filing)

Qualifications for research support

- Perform duties in accordance with department policies/procedures such as bottle filler, floor scrubber, rack and/or tunnel washer
- Computer and machine skills such as Autoclave and pH meter
- Ability to stand, walk, lift, carry, push, pull, climb, balance, kneel, crouch, crawl, reach, handle, finger, talk, hear, and see
- Ability to frequently lift/carry objects up to 50 pounds