



# Example of Survey Assistant Job Description

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Our company is looking to fill the role of survey 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 survey assistant

- Review and grade student reports
- Maintain laboratory equipment according to maintenance schedules, and troubleshoot/fix Waters HPLC as needed
- Independently conduct complex research and monitoring activities in the field of wetland or other waterbirds, shorebirds, passerines
- Independently conduct complex research and monitoring activities with wetlands ecology and other natural resource field-related projects
- Conduct field and laboratory work which may require extensive travel for long periods during atypical business hours
- Prepare reports and support publishable manuscripts, technical reports, internal publications or presentations for professional meetings
- Collect, manage, and analyze scientific data
- Communicate and interact with recipients of services and provide technical assistance as required
- Apply basic and specialized knowledge in a specialized research area and keep abreast of developments in the discipline
- Coordinate, instruct, supervise, or train hourly staff and students

## Qualifications for survey assistant

- Experience with Computer Assisted Telephone Interviewing (CATI) preferred
- Strong interest in survey methodology and analysis
- Knowledge and experience in survey research methodology and

- Skill in supervising with strong written and verbal communication skills, including customer service and feedback
- Skills with computers and computer applications, word processing, spreadsheets, and similar products
- Skills in problem-solving technical issues related to both software and hardware