

# Graduate Research Assistant Job Description

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- Assist in research and clinical investigations
- Produce finished manuscript
- Conduct experiments
- Support and guide mentors in the process of graduate school application
- Work closely with faculty members to deliver high-quality papers or projects
- Help develop plans for future graduate studies or research in the same field of study
- Collect, organize, analyze and document all data that relates to research project to ensure reliability of data and details
- Assist in carrying out literature searches using databases and computerized sources such as PubMed Central, PsycINFO, Web of Science, and Google Scholar
- Assist faculty member in grading written assignments and exams
- Assist in the preparation of reports, articles and manuscripts
- Provide guidance and help to students who are new to the laboratory
- Organize, arrange and prepare laboratory materials, instruments, supplies and equipment
- Attend relevant seminars or symposia as requested by the supervisor
- Read abstracts or papers published in conferences, journals and newspaper to keep up with current developments in the field of study.