

# Part-Time Research Assistant Job Description

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- Keep records and documentation for compliance reporting purposes
- Troubleshoot technical issues related to data collection tools, equipment or hardware
- Make contributions to team efforts while completing assigned tasks as well as special projects
- Conduct literature reviews using academic databases and resources to synthesize relevant prior research findings and background information, for assigned projects
- Clean, process, and analyze complex qualitative and quantitative datasets using statistical software packages like R and SPSS
- Check data and calculations for accuracy and consistency
- Provide general administrative and clerical support to research team
- Locate, obtain, and annotate key journal articles, studies, and reports to inform current research efforts
- Assist with compiling literature reviews into manuscripts, grant applications, protocols, and IRB submissions
- Analyze findings to identify meaningful patterns and trends, create data visualizations and figures to clearly present results
- Recruit study participants who meet the eligibility criteria needed
- Schedule and coordinate appointments for study visits involving procedures, interviews, focus groups, or observations
- Obtain informed consent paperwork from all participants enrolling in studies
- Administer surveys, questionnaires, assessments, and other data collection tools
- Collect field notes, review survey responses, transcribe recordings and capture photographs of subjects and settings
- Prepare the gathered data, for analysis purposes

- Assist in the submission of applications for Institutional Review Board or ethics approvals for conducting studies
- Utilize reference management programs like EndNote to organize citations effectively
- Create summaries that outline the methodologies used and generate reports to present the findings of data analysis
- Follow protocols and procedures throughout experimentation model testing and the collection and documentation of results
- Conduct interviews, lead focus groups and engage in observations while adhering to established guidelines
- Develop documents, presentations and visual aids for research meetings and events
- Thoroughly review datasets, transcripts and results to ensure accuracy in all aspects
- Manage communication with research participants as scheduling, for both participants and staff members involved.