

Public Health Research Assistant Job Description

- Dive deep into reading all the existing research out there that's relevant so as to design rock-solid studies and know which methods make the most sense
- Recruit people who meet the criteria to take part in studies and clinical trials
- Schedule and do the screening visits, interviews, and focus groups
- Collect surveys, tests, questionnaires and other research materials from participants
- Keep track of participants' progress, ensuring completion and identifying any data
- Record both qualitative and quantitative data accurately while interventions take place
- Maintain a watch over safety promptly reporting any unusual occurrences
- Manage the applications and databases used for storing study information
- Thoroughly review datasets to identify and address any issues
- Assist statistical experts in analyzing data and interpreting its significance
- Oversee the inventory of supplies, materials and equipment for conducting the research
- Coordinate scheduling with participants and team members
- Independently solve problems and make decisions when necessary
- Manage deadlines and adapt priorities as needed
- Emphasize rigor and participant protection in all work undertaken
- Pay attention to detail when managing studies
- Prepare progress reports and organize data, for research papers
- Update databases and systems to accurately reflect the status of projects

- Coordinate project timelines with all parties
- Contribute to the creation of presentations to share research findings
- Provide support as needed to the team
- Maintain confidentiality and adhere to research guidelines
- Stay informed about guidelines and best practices in the field
- Develop expertise in an area of research.