

Remote Research Assistant Job Description

- Perform literature reviews using online databases to identify relevant existing studies and uncover knowledge gaps
- Assist in designing experimental protocols by researching best practices
- Recruit participants for studies by posting on websites or contacting relevant groups
- Create research materials like surveys, interview questions, info sheets, consent forms
- Communicate with study participants via email, video calls to provide study information
- Schedule and conduct interviews, focus groups using video conferencing tools
- Monitor research studies progress and update team using project management systems
- Collect experimental, survey, interview, and other data remotely
- Transcribe video interviews with participants into text documents
- Enter quantitative and qualitative data into spreadsheets and databases
- Run statistics and analyses on data using Excel, SPSS, R, Python, or other programs
- Summarize findings in reports, graphs, charts and PowerPoint presentations
- Write sections of manuscripts, study protocols, grant applications per guidelines
- Fact check and edit scientific papers for proper usage, readability, and formatting
- Document procedures thoroughly so studies can be reproduced
- Import large datasets and identify relevant subsets to analyze based on research questions
- Clean, code, and validate complex datasets using programming languages like Python

- Audit data for abnormalities, inconsistencies, missing values and resolve issues
- Archive datasets, codebooks, reports and files on shared drives or research data repositories
- Coordinate with lab technicians, students to troubleshoot issues with remote experiments
- Virtually assist in submitting research to Institutional Review Boards(IRB) for ethics approval
- Set up tele/video conferencing tools and record sessions for later analysis
- Remotely present findings via video conference at team meetings or conferences
- Liaise between research team members across locations to assist collaboration
- Proactively identify opportunities to improve research efficiency using technology.