Social Science Research Assistant Job Description

- Conduct literature reviews to understand existing research and theoretical frameworks
- Recruit qualified participants for surveys, interviews, focus groups and experiments
- Create study materials like consent forms, questionnaires, scripts and activities
- Administer assessment tools, scales, behavioral measures and other instruments
- Interview study participants using semi-structured formats and open-ended questions
- Moderate focus group sessions according to discussion guides
- Observe study conditions and document detailed descriptive field notes
- Enter quantitative data into databases with accuracy and attention to detail
- Transcribe audio recordings of interviews and qualitative responses
- Identify themes and codes in qualitative data through content analysis
- Clean, transform, and validate quantitative data sets for analysis
- Analyze data using statistical programming languages like R or Python
- Apply analytical techniques like regression models, ANOVA, factor analysis etc. appropriately
- Use data visualization tools to create graphs, charts and illustrations
- Interpret statistical outputs and relate findings to original research questions
- Check work products for errors and ensure quality control procedures are followed
- Write summary reports on methodologies, results, and conclusions
- Assist with preparing manuscripts for publication in peer-reviewed journals

- Manage project details from budgets, personnel and ethical approvals to record-keeping
- Coordinate communication between research partners at various institutions
- Develop presentation slides highlighting key research outcomes
- Provide administrative assistance by organizing documents, scheduling meetings, processing paperwork etc.
- Attend research seminars and conferences to exchange ideas and showcase findings
- Leverage technological tools to enhance efficiency with data collection and analysis
- Mentor undergraduate students gaining research experience through assistantships.