UX Research Assistant Job Description

- Collaborate with managers and lead researchers to define study objectives
- Engage in functional partnerships to brainstorm future research ideas
- Prepare recruiting briefs and surveys to identify suitable volunteers
- Coordinate study sessions across user groups
- Monitor studies and provide guidance to participants
- Develop discussion guides and prototypes for research purposes
- Arrange appropriate studios and technology for both in person and remote studies
- Document behaviors, feedback, observations through notes, photos and videos
- Identify significant patterns and insights from collected data
- Summarize findings through visual presentations
- Compile recommendations for product teams based on research outcomes
- Organize study related media within systems or databases
- Manage participant incentives and handle travel logistics if required
- Keep track of budgets and actual expenditure related to research activities
- Treat information with care regarding confidentiality
- Obtain consent forms from participants, before conducting studies
- Create a growth plan to continually enhance research expertise.