Undergraduate Research Assistant Job Description

- Help design studies and put together research methods
- Recruit people to participate in studies and interviews
- Give surveys, tests, and other data collection activity
- Do interviews, focus groups, observe participants
- Crunch numbers and analyze data using software like SPSS
- Interpret and summarize research findings
- Look up and compile bibliographies for lit reviews
- Do lab work – operate equipment, test samples, record results
- Make graphs, charts, and infographics to visualize data
- Pitch in on grant proposals and funding apps
- Co-author and add to published journal articles and conference presentations
- Keep accurate records for research compliance
- Make sure research follows ethical and institution standards
- Coordinate study logistics like room bookings, supplies
- Document procedures and keep detailed lab notes
- Track research budget expenses
- Order lab materials, resources, supplies
- Attend and contribute to lab meetings
- Supervise undergrad assistants
- Photocopy, file, organize research docs and field notes
- Make PowerPoints to go with oral presentations
- Use software like EndNote to organize citations
- Double check data entry and coding
- Handle reimbursements and payments for participants
- Other admin tasks to support research as needed.