



Position Description

DATE: February 2018

POSITION TITLE: Research Assistant I	CLASSIFICATION: Non-Exempt
REPORTS TO: Biostatistician or Epidemiologist (May also report to a Research Operations Manager)	SUPERVISES: None

Summary:

Performs a variety of duties on a clinical trial research project.

Duties and Responsibilities:

- Assist in the preparation of documents such as materials for granting agencies and foundations, manuscripts, abstracts, study materials, and institutional review board.
- May prepare PowerPoint presentations.
- May create data forms in REDCap.
- May review data collected in studies.
- Schedule meetings and conference calls.
- Conduct inventory management of equipment and supplies necessary for the project.
- Manage and respond to project-related emails.
- May maintain study website materials.
- Attend project meetings.
- May conduct literature reviews.
- Rely on instructions and pre-established guidelines to perform the functions of the job.
- Work under immediate supervision.

Skills, Knowledge, and Abilities May Include:

- Speak and write about findings clearly, as well as understand assignments and instructions.
- Attention to detail.
- Possess critical-thinking skills.
- Display proficiency with Microsoft office products.

Education and Experience:

- Associate's degree or bachelor's degree and 0-3 years of experience. Education can be augmented with additional experience.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, calculators, and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit for long periods; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, with typical work hours from 8 a.m. to 5 p.m. This position occasionally requires long hours.

Other Duties:

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.