



Position Description

DATE: April 2023

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

Summary:

Performs a variety of duties to support clinical research project teams.

Duties and Responsibilities:

- Assist with study start-up-related activities including document collection and data entry.
- Provide administrative support to clinical study teams for conference calls and meetings, including scheduling and organization, preparing agendas, and taking meeting minutes.
- Manage study supplies and inventory, including ordering, tracking, and shipping of study materials and equipment.
- Assist in managing and maintaining study documents, including filing, versioning, and archiving of study-related documents.
- Perform general office duties, such as answering phones and processing mail.
- Support project teams by performing organizational tasks.
- Manage and respond to project-related emails.
- May assist with the preparation of documentation or presentation materials.
- Rely on instructions and pre-established guidelines to perform the functions of the job.
- Work under immediate supervision.

Skills, Knowledge, and Abilities May Include:

- Strong written and verbal communication skills; able to understand assignments and instructions.
- Ability to multi-task, prioritize, and manage time efficiently.
- Attention to detail.
- Proficient computer skills, including Microsoft Office products.

Education and Experience:

- Associate's degree or bachelor's degree preferred.

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 required to stand, walk, and sit; talk or hear, both in person and by telephone or video conference platforms; use hands to finger, handle or feel objects or controls; reach with hands and arms, and occasionally be able to lift or move up to 25 pounds.

Position Type/Expected Hours of Work:

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

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.