**Research Assistant Job Description**

<table>
<thead>
<tr>
<th>RA Name:</th>
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<tbody>
<tr>
<td>Appointment Period:</td>
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<tr>
<td>Grant Name &amp; Number:</td>
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<tr>
<td>Principal Investigator/Supervisor:</td>
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Check all duties that apply to this individual:

- [ ] Prepare materials for Human Subjects Review Board
- [ ] Recruit subjects
- [ ] Interview subjects
- [ ] Prepare materials for Animal Care Review Committee
- [ ] Feed and care for subject animals
- [ ] Clean animal cages
- [ ] Monitor subject animals
- [ ] Administer drugs, hormones or other chemicals
- [ ] Perform surgical procedures
- [ ] Prepare materials for lab sessions
- [ ] Run experiments
- [ ] Prepare chemical or other solutions
- [ ] Request or acquire necessary equipment
- [ ] Develop and construct lab equipment
- [ ] Clean laboratory and equipment
- [ ] Wash glassware
- [ ] Order equipment
- [ ] Oversee budget
- [ ] Analyze data
- [ ] Write articles, reports and/or presentations
- [ ] Review literature
- [ ] Prepare grants materials for submission
- [ ] Prepare materials for experimental use
- [ ] Keep accurate records of experimental data
- [ ] Provide ready access to all experimental data for P.I. and/or supervisor
- [ ] Manage and respond to experiment-related e-mail
- [ ] Prepare website materials
- [ ] Maintain (update) webpage materials
- [ ] Supervise undergraduate students
- [ ] Maintain records on individual students’ assignment completion
- [ ] Maintain student attendance records
- [ ] Act as liaison/mediator between undergraduate student and professor
- [ ] Attend lab meetings
- [ ] Attend area seminars
- [ ] Attend other courses as required

Other specific duties:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

ASE Signature: ___________________________ Date: __________

Supervisor Signature: ___________________________ Date: __________