

## Research Assistant Job Description

<b>RA Name:</b>	
<b>Appointment Period:</b>	
<b>Grant Name &amp; Number:</b>	
<b>Principal Investigator/Supervisor:</b>	

Check all duties that apply to this individual:

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

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ASE Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_