

Research Assistant Job Description

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| RA Name: | |
| Appointment Period: | |
| Grant Name & Number: | |
| Principal Investigator/Supervisor: | |

Check all duties that apply to this individual:

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

ASE Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____