SOCIAL/CLINICAL RESEARCH ASSISTANT

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also competency-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

|  |  |
| --- | --- |
| **FUNCTIONS** | **TASKS** |
| Data Management | * Collects and records data according to protocols and standard procedures. * Documents data collected in managing laboratory samples * Maintains study regulatory compliance databases and safety health records * Updates database as needed * Performs data sampling and analysis [Identify and elaborate on projects and data types] * Creates management systems to track data collection * Enters data into databases, online systems, or other collection repositories depending on the study design |
| Research | * Administers questionnaires, conducts interviews, and recruits study participants * Schedules patient exams and follow-up visits * Orders and maintains lab supplies * Prepares tubes/supplies/etc. for research studies * Requests and tracks samples/slides/etc. * Processes and ships samples * Prepares draft reports, grants and IRB applications, and manuscripts. * Attends biopsy procedures and collects specimens * Prepares kits for studies across disease groups * Maintains laboratory equipment and space properly * Coordinates vendor services * Creates and updates tracking tools * Performs and maintains literature reviews * Co-authors manuscripts * Provides technical assistance with publication and journal submission * Assists in protocol development * Coordinates the clinical research for single projects * Prepares and summits IRB actions such as annual renewals, amendments and status changes |
| Administrative duties | * Conducts periodic document and status audits * Ensures office supplies are ordered and stocked * Provides administrative assistance to others in the organization as directed * Records expenditures and budget revisions * Coordinates the design and dissemination of information * Plans national conferences related to research * Registers team members for conferences * Supervises student, temporary, or permanent staff as applicable *(see supervisory function if this applies)* |
| Training | * Trains support staff on Regulatory Group administrative processes * Provides training to new staff members |
| Personnel duties | * Reviews and signs off timecards of staff * Maintains HR records of assigned staff * Maintains documentation of all interactions with staff related to performance issues. * Assists in hiring, training, and evaluating multiple research staff across multiple sites * Builds reports for monitoring and evaluating performance of personnel |
| Team Lead | * Directs the daily workflow of other staff members by assigning tasks but does not exercise supervisory authority * Trains new staff members on work methods, policies, and practices * Provides feedback to supervisors on team members for performance evaluations * Serves as a resource to other team members for questions or work issues * Plans and leads regular team meetings; records discussions and decisions generated from meetings |
| Supervision | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests |
| Other Duties | * Other duties as assigned by management to meet business needs |

**STATE–DEFINED COMPETENCIES** *(Use to complete section 7 of the position description by defining how these apply to your specific job. All competencies may not apply to all jobs. Do not add any additional competencies beyond those provided by the state.)*

* Knowledge – Technical
* Data/Information Collection
* Information/Records Administration
* Communication

**MINIMUM TRAINING AND EXPERIENCE** *(Cut and paste into section 8 of the position description form with no additions or deletions):*

Bachelor’s degree; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions