Research Assistant Job Description:

Participate in the design, administration, and analysis of qualitative social science research. Evaluate and aid in the dissemination of data gathered throughout studies. Ensure compliance with research protocols and overall objectives.

Potential Responsibilities:

- Conduct literature reviews
- Collect and analyze data
- Recruit interview subjects
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Transcribe interview audio recordings
- Respond to project related email
- Attend project meetings
- Summarize project results
- Develop research protocols
- Track progress over time
- Compile data for progress reports