1. Researched information regarding [Area of research] to assist professors with academic pursuits.
2. Prepared materials for reports, presentations and submission to peer-reviewed journal publications.
3. Supported department members with administrative, research and academic assistance.
4. Supervised undergraduate students working on research projects.
5. Conducted, researched and drafted memos and summaries on [Area of study].
6. Worked on [Type] project, studying effects of [Type] methods on [Type] subjects.
7. Completed administrative and research duties per professor request.
8. Planned, modified and executed research techniques, procedures and tests.
9. Liaised between faculty and students to answer questions and optimize faculty time.
10. Oversaw groups of over [Number] students and assisted with academic projects.
11. Coordinated materials for [Project].
12. Conducted legal researched and drafted legal memos and summaries on [Area of study].
13. Prepared literature for reports, presentations or submission to peer-review journals.
14. Helped team meet regulatory requirements by coordinating documentation and filings.
15. Analyzed acquired information and presented to professors.
16. Organized various class presentations and new course materials as directed by professor.
17. Directed students in performing and completing assigned tasks.
18. Gathered, organized and entered data into [Software].
19. Recorded data and maintained source documentation following good documentation practices.
20. Recruited and screened over [Number] participants for [Type] research and administered psychological tests and demographic surveys.
21. Assisted faculty members with data collection for potential academic publications.
22. Maintained laboratory operations, updating and revising standardized operating procedures and reordering raw materials and supplies to sustain experiments and workflow.
23. Contributed to professionally-written scientific paper for publication.
24. Performed statistical, qualitative and quantitative analysis.