

A week in the life of a...

## RESEARCH EXECUTIVE New York Office



### Key tasks for the week ahead

- ✓ Draft slides for a report template
- ✓ Provide recruitment updates to a client
- ✓ Draft a discussion guide
- ✓ Attend a client meeting
- ✓ Attend weekly catch-ups with project teams

Monday

I start the day by checking emails and planning for the week ahead. *My list includes drafting a report template for a quantitative study on Chronic Rhinosinusitis\**, sending out calendar invites for Physician interviews and outlining a discussion guide. In preparation for reporting, **I meet with the project team to decide objectives and how best to convey our data.** Once we have a story outlined, I pull inspiration from previous studies and template charts.



*\*One great part of the job is being able to work on a variety of projects in a range of therapy areas.*

Tuesday

Tuesday is the official day that New York employees work from the office. *We start with our bi-weekly meeting\** to check in with coworkers and discuss office related updates. After the meeting, I check emails and send out calendar invites to clients to join our 60-minute interviews with Physicians. The goal is to gain their feedback on a set of messages intended to encourage physicians to prescribe our clients product. Finally, **I work on the report template which my Senior team will provide feedback and how to lift the insights.**



*\*Bi-weekly team meetings are a fantastic opportunity to update the team about the status of each project.*





Wednesday



Today is a full day of meetings to discuss project statuses, outstanding tasks to manage and the progress of our report template. *After this I can review my Director's feedback\** on our template and make the necessary amends. Once the template is ready, I start to pull our data into the charts and build out the story. Before I finish for the day, **I start drafting a discussion guide for a message testing study**, it includes exercises for Physicians to feedback on a set of messages for our client's product.

*\*The Senior team is always on hand to guide, offer advice and feedback.*

Thursday



On Thursdays I work from the office. Once I arrive, I follow up and respond to emails before beginning my tasks. **The first task is charting and data checking the slides for our report and continuing with the discussion guide for another project.** Once the charts are populated with data, I check it against the data files before our Senior team do another review. In the afternoon I add more exercises to the discussion guide and ensure our main research objectives are being considered. *I grab some dinner at a nearby restaurant\* before heading home!*

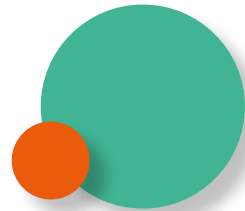
*\*The New York office is in an excellent location, with plenty of local restaurants offering a variety of cuisines.*

Friday



*Ending the week by working from home\** to wind down. **I start the day drafting a weekly update for our clients which includes the status of each project, recruitment progress and any other outstanding tasks.** In the afternoon I deliver the drafted slides to the team who will provide their thoughts and feedback. In the afternoon, I wrap up my draft of the discussion guide, so we are prepared to include messages from the client. A final scan of my inbox to ensure all tasks are complete and it's time to log off and enjoy the weekend!

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