

JOB DESCRIPTION

Job Title: Research Specialist

Salary Plan: Exempt

Lab: Galit Alter

Direct Supervisor: Galit Alter

Employing Hospital and Department:

MGH/Ragon Institute of MGH, MIT, and Harvard

Minimum degree and field of knowledge: PhD or MS

Years experience required: 7+ years of laboratory experience

Summary:

Vaccines represent one of the most powerful global health interventions -preventing millions of deaths annually. However, vaccine design efforts continue to fail against some of the deadliest global pathogens, primarily due to a lack of understanding the immune responses that are required for protection. To overcome this knowledge gap, Dr. Alter's laboratory has developed a set of unique high throughput assays that probe the protective humoral immune response against nearly any pathogen of interest. Working with global collaborators or industrial partners, we now seek to apply this cutting-edge technology to uncover the correlates of immunity to some of the deadliest killers on the plant- to accelerate the development of protective monoclonal therapeutics or vaccines to counteract these deadly agents.

Dr. Alter is now seeking an independent thinker and leader who will be interested in driving this biological tool but also in establishing, nurturing, and fostering relations with our sponsors and collaborators. This person will work in a GCLP facility to make sure that the data captured is of the highest quality – and ensure that the conclusion can truly advance product development. The projects will range from HIV, tuberculosis, to cancer models – all aimed at unlocking the mysteries of the humoral immune system and how it may manipulated and harnessed to fight disease.

The position is specifically for a full-time Research Specialist at the Ragon Institute of MGH, Harvard and MIT. The candidate will be responsible for the oversight, management, and execution of multiple critical programmatic consortia projects in Dr. Alter's laboratory. The candidate will oversee technicians and technologists and will report directly to Dr. Alter. The candidate will also be responsible for development and evolution of unique core technologies that have been developed in the Alter laboratory.

Job Duties:

The Research Specialist will work closely with Dr. Alter to ensure effective lab conduct, personnel training, reporting to upper management, act as a liaison to consortia collaborators, oversee technical staff, and ensure the execution and collection of the highest quality data. The Research Specialist will meet with Dr. Alter weekly, at a minimum, to prioritize projects, activities, and overall lab work. The Research Specialist will also establish, maintain, and evolve novel technologies to explore the mode of antibody action in protection against disease. The Research Specialist will additionally serve as a focal point for all interactions with other labs and administrative bodies at the Ragon Institute.

Laboratory Responsibilities:

- Execute a number of standard functional antibody assays to profile vaccine/infection induced humoral immune responses

- Collect, analyze, integrate and prepare reports of collated consortium project data
- Oversee and delegate technical training of new team members
- Act as a liaison between Alter lab and collaborative groups – for project coordination
- Act as the principal focal point for Ragon wide laboratory regulatory affairs
- Interact closely with the Biosafety officers for the Alter lab
- Participate in Ragon wide monthly lab management meetings
- Data quality control
- Oversee sample receiving
- Oversee sample shipment
- Oversee sample logging
- Meet bi-weekly with Dr. Alter to coordinate projects and lab activities

Administrative Responsibilities:

- Generate and maintain SOPs
- Maintain GCLP-level laboratory work
- Act as the liaison for laboratory administrative issues (ordering, biosafety, etc)

Documentation

- Preparation and support of report generation
- SOP management
- New assay SOP generation

Communication

- Regular communication with supervisor and team/group colleagues (one-on-one and group meetings)
- Regular Ragon Insitute-wide updates

Qualifications:

- MSc or PhD
- Experience in Microsoft Office, Prism, FlowJo
- Cell culture techniques helpful
- Flow Cytometry helpful
- Independently motivated, detailed orientated and good problem solving ability
- Excellent organizational and time management skills with the ability to work under tight timelines with changing priorities
- Ability to multi-task and work independently under pressure
- Ability to work in a team environment, meet deadlines, and prioritize and balance work from multiple individuals
- Must be willing to learn and grow
- Excellent documentation skills
- Must have good interpersonal skills

The above job description details the major duties and qualifications of the listed position. The employee hired to this position confirms that he/she is able to perform all duties outlined. Although the specific duties and

responsibilities of this position may vary slightly, the supervisor of this position will ensure that the employee hired to this position is trained and qualified to complete each task assigned. If the duties or responsibilities of this position need to change significantly, then the supervisor must submit an updated job description to the Office Manager for review.

Approved by (Print Name)

Signature **Date**

Supervisor (Print Name)

Signature **Date**

New Hire Employee (Print Name)

Signature **Date**