

JOB DESCRIPTION

Job Title: Research Technician I
Job Code: 000319
Salary Plan: Non-Exempt
Lab: Balazs Lab
Direct Supervisor: Alejandro Balazs

Employing Hospital and Department:
Ragon Institute of MGH, MIT, and Harvard

Minimum degree and field of knowledge: BS/BA
Years experience required: 0 – 2 years experience

Summary:

A position is open for a full-time technician in the Balazs laboratory at the Ragon Institute of MGH, Harvard and MIT. The candidate will assist in research to engineer immunity against HIV-1 infection. Knowledge gained from these studies will help to guide the design of novel interventions against HIV in patients. For more information, please visit our website at <http://balazslab.mgh.harvard.edu>

Job Duties:

Under the direction of the principal investigator and/or a research fellow, the applicant independently carries out daily activities of the laboratory.

- Performs assays utilizing standard techniques (antibody staining, flow cytometry, DNA/RNA extraction and analysis, standard and quantitative PCR, ELISA, cloning)
- Cell/tissue processing, culture, transfection, reporter gene assays and cell maintenance
- Performing experiments in a BSL2+ level area involving live HIV cultures. This includes tissue culture and primary culture, ELISA, flow cytometry and other diagnostic tests.
- Oversees animal colonies for the project and assists in decisions on animal health, colony size, and other issues. This will include an HIV+ colony of humanized mice. Performs animal procedures including blood and organ collection. Communicates to researchers on a regular basis regarding status of colonies.
- Performs modifications and testing of scientific protocols, computer software, tools or the equipment used for research/experiments.
- Conducts literature research; provides input into research reports, journals and/or articles; may present research work at seminars and participate in lab discussions
- Assists researchers in data analysis and interpretation by applying scientific software applications and tools.
- Assists in reviewing and revising standard operating procedures and implementing quality control practices.
- Performs lab duties such as preparing stock solutions, assisting with lab inventory and other general lab maintenance.
- Ensures quality control of equipment, reagents and cellular components.
- Participates in on-going quality control/assurance programs.

- Ordering and inventory of laboratory supplies.
- Detailed documentation of the experimental work.
- Regular maintenance, cataloging and back-up of experimental data files.
- Assembling and delivering presentations of progress at bi-weekly lab meetings
- The position has potential for paid formal training opportunities through employer (e.g. phlebotomy, statistics, excel, access etc.).

Qualifications:

- Bachelor’s degree or equivalent
- 1-2 years relevant research experience preferred
- Must possess exceptional organizational skills and be able to apply these when carrying out experiments and collecting data from large sets of samples
- Must be highly-motivated and productive, with the ability to both work as part of a team as well as carry out research tasks independently
- Must be capable of multitasking effectively to maximize productivity
- Needs to exhibit a willingness to learn and grow
- Must possess excellent documentation skills
- Must have good interpersonal skills
- Occasional weekend or evening flexibility may be required
- Computer experience is essential

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