

JOB DESCRIPTION

Job Title: Staff Assistant
Salary Plan: Full time, 40 hours/week
Lab/Group: Kwon/Pillai Lab
Direct Supervisor: Douglas Kwon, M.D. Ph.D.

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

Minimum degree and field of knowledge: B.S. or B.A.
Years experience required: 0 – 2 years experience

Summary:

This position is located at the Ragon Institute in Cambridge, MA and is a part of Massachusetts General Hospital, MIT, and Harvard Medical School. We are a results-oriented group of highly motivated scientists from the fields of immunology, virology, genetics, vaccinology, and technology development who perform translational research to treat and prevent HIV. At every level, we value intelligence, teamwork, dedication and creativity, and we're always looking for people with those skills who thrive in teams and dynamic environments.

Reporting to Dr. Kwon (www.kwonlab.org) and Dr. Shiv Pillai, the Staff Assistant provides a wide range of administrative support and project management including: calendar management, purchasing and order tracking for laboratory supplies, expense reporting, assisting in grant preparation and submission, onboarding and training of new hires, all aspects of travel arrangements for the principal investigators, planning lab seminars and lab retreats, and serving as a key point of contact for both PI's in a professional, courteous, and helpful manner.

The role also includes occasionally serving as project lead for the planning of educational workshops taught by Dr. Shiv Pillai and Dr. Doug Kwon, including planning all aspects of international travel, accommodation, management of course advertisement, student enrollment, financial management, coordination with donor institutions, and all coordination of catering, IT services, and student support onsite.

Job Duties:

- Provide overall administrative support for two senior faculty members, responsibilities include calendar management, scheduling meetings and teleconferences, and arranging domestic/international travel
- Perform assorted administrative tasks and miscellaneous errands as needed
- Process expense reports, invoices, vendor check requests, and advanced authorization requests for special events
- Assist with prospective applicant onboarding and new-hire support
- Work with regulatory staff to ensure compliance with research regulatory matters
- Act as liaison between PI, lab personnel, and external partners and administrators
- Manage the Lab website

Qualifications:

- Excellent calendar and time management skills, and the ability to manage complex operations in a fast-paced environment
- Proficiency in Microsoft Office required
- Executive-level interpersonal skills needed to interact with all levels of management and staff
- Excellent organizational skills and the ability to prioritize multiple tasks, projects and assignments
- Experience with event planning and scheduling travel arrangements preferred
- Professional demeanor, proactive, resourceful and efficient in all tasks
- Flexibility, adaptability to work in a changing environment required; occasional evening and weekend work related to special events and meetings may be required

Additional Qualifications:

Must possess superior organizational and communication skills. Candidate must be able to take initiative, to work independently and as part of a team, to prioritize tasks and complete assignments with accuracy. Should have strong written and oral communication skills and be capable of preparing draft correspondence.

Application information: The position is open immediately although the start date is flexible. Please submit a cover letter, CV, and references to Dr. Doug Kwon at dkwon@mgh.harvard.edu. Unfortunately, due to the number of applications we receive, we may not be able to reply individually to all inquiries.

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.

_____ Approve by (Print Name)	_____ Signature	_____ Date
_____ Supervisor (Print Name)	_____ Signature	_____ Date
_____ New Hire Employee (Print Name)	_____ Signature	_____ Date