

JOB DESCRIPTION

Job Title: Research Technician

Job Code: 000319

Salary Plan: non-exempt

Lab: Alter

Direct Supervisor: Alter, Galit

Employing Hospital and Department:

Ragon Institute of MGH, MIT, and Harvard

Minimum degree and field of knowledge: BS/BA

Years experience required: New graduates with some lab experience (via course work, internships, etc.) or those without any prior research experience will be considered for the Research Technician I position outlined above.

- Those with a minimum of 1 year of directly related work experience will be considered for a Research Technician II position.

GENERAL SUMMARY/ OVERVIEW STATEMENT:

A position is open for a full-time research technician at the Ragon Institute of MGH, Harvard, and MIT in the laboratory of Galit Alter. The Alter lab specifically focuses on understanding how cytolytic antibodies, produced during infection, may be used to target innate immune cells specifically to virally infected cells or virions themselves, for elimination. The technician will be involved in a number of projects aimed at defining the mechanism by which antibodies are able to recruit innate immune cells to mediate pathogen control. Furthermore, the technician will be asked to test new approaches, design independent experiments, address technical problems, present results to the group, design follow-up experiments, consult scientific literature, and maintain well-documented lab records.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Please note, the functions below are representative of major duties that are typically associated with these positions. Specific responsibilities may vary based upon departmental needs. Similarly, not all duties that have been outlined will be assigned to each position.

- Prepares basic solutions and performs base-level procedures as assigned (i.e. – pipetting, cell and tissue culture, etc.)
- Maintains laboratory notebook
- Understands and applies basic scientific techniques
- Conducts analysis of results and may begin interpretation of results

- Sets up and prepares routine experiments as directed
- Prepares lab reagents, chemicals, instruments and equipment
- May perform independent literature searches
- Assists with organizing materials for publication or presentation
- Maintains and orders supplies

A Research Technician II performs the duties of a Research Technician I (above) and may also:

- Execute protocols of non-routine experiments
- Assist the PI(s) with determining the most suitable methodology
- Perform basic design and modification of protocols
- Calculate, transcribe and analyze data
- Prepare and present reports
- Organize and summarize acquired data, using scientific and statistical techniques.
- Organize and/or draft material for the preparation of research papers, manuscripts and other documents for publication and/or presentation.
- Participate in the design of experiments or field work.

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

- Ability to work independently and as a team member
- Good communication skills
- Computer literacy
- Working knowledge of clinical research protocols
- Ability to perform multiple tasks independently

The Research Technician II should also possess:

- Analytical skills and the ability to resolve technical problems
- Ability to interpret acceptability of data results
- Working knowledge of data management programs
- Demonstrated competence in research techniques and methodologies

EDUCATION:

- Bachelor's degree required.

EXPERIENCE:

- New graduates with some lab experience (via course work, internships, etc.) or those without any prior research experience will be considered for the Research Technician I position outlined above.
- Those with a minimum of 1 year of directly related work experience will be considered for a Research Technician II position.

SUPERVISORY RESPONSIBILITY (if applicable):

- A Research Technician II may serve as a team leader to lab assistants and Research Technician I's.

EEO Statement

Massachusetts General Hospital is an Equal Opportunity Employer. By embracing diverse skills, perspectives and ideas, we choose to lead. Applications from protected veterans and individuals with disabilities are strongly encouraged.

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**

