

## **JOB DESCRIPTION**

**Job Title: Research Fellow**

**Job Code:**

**Salary Plan:** Exempt

**Lab: Lingwood**

**Direct Supervisor: Daniel Lingwood**

**Employing Hospital and Department:**

Ragon Institute of MGH, MIT, and Harvard

**Minimum degree and field of knowledge:** PhD

**Years experience required:** >4 years experience

### **Summary:**

We are seeking a highly motivated individual with doctoral training in Immunology or molecular cell biology to fill a postdoctoral position in our lab. The Ragon Institute is critically positioned at the interfaces of immunology, virology and bioengineering, wherein our laboratory stresses innovative and interdisciplinary solutions to solving problems vaccinology. This position will explore innate-like B cell receptor-antigen interactions to predict human antibody response patterns and ultimately guide the development of effective vaccines. Currently we focus on defining innate-like BCR recognition of viral and bacterial antigen-shapes to inform this approach. More detailed information regarding the lab's work can be found on our website (<http://lingwoodlab.mgh.harvard.edu/>). The initial appointment will be for two years with the intention of extension

### **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 and maintenance
- Independently performs routine and non-routine experiments that are moderate to complex
- 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

### **Qualifications:**

- Good organizational skills and excellent attention to detail
- Must be willing to learn and grow
- Excellent documentation skills
- Ability to perform as a team member
- Must have good interpersonal skills

- Some 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.

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**Approved by (Print Name)**

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**Signature**

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**Date**

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**Supervisor (Print Name)**

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**Signature**

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**Date**

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**New Hire Employee (Print Name)**

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**Signature**

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**Date**