

JOB DESCRIPTION

Job Title: Research Technician

Job Code:

Salary Plan: Non Exempt

Lab: Lingwood

Direct Supervisor: Daniel Lingwood

Employing Hospital and Department:

Ragon Institute of MGH, MIT, and Harvard

Minimum degree and field of knowledge: BS/BA

Years experience required: 1 – 2 years experience

Summary:

A position is open for a full-time technician at the Ragon Institute of MGH, Harvard and MIT. The candidate will assist in research aimed at developing immunogens to elicit neutralizing anti-microbial humoral responses. A current focus of the lab is influenza virus, HIV and other microbes, including bacteria. Knowledge gained from these studies will help to guide the design of more effective vaccines and treatments against various infectious pathogens.

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.

Approved by (Print Name)

Signature

Date

Supervisor (Print Name)

Signature

Date

New Hire Employee (Print Name)

Signature

Date