



Job Title: Research Laboratory Assistant

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

Minimum degree and field of knowledge: High School diploma or equivalent required

Years experience required: 0 – 3 years experience

GENERAL SUMMARY/ OVERVIEW STATEMENT:

The Schmidt Lab (<https://schmidtlab.med.harvard.edu/>) at the Ragon Institute of MGH, MIT and Harvard and the Department of Microbiology at Harvard Medical School is looking to recruit a Research Assistant to join our group beginning January 2021. This entry-level position requires a high school diploma and 0-3 years of previous research experience. The individual would join an exciting research group working on developing next-generation viral vaccines using structural biology and protein engineering approaches. The individual would work closely with other members of the group to help advance projects. Additionally, the individual would help with routine laboratory tasks that include, but are not limited to, taking inventory and monitoring lab supplies, dishwashing and autoclaving glassware, preparing competent cells, pouring plates, helping with basic molecular biology techniques (e.g., minipreps, plasmid sequencing, cloning). The Schmidt Lab strives to be an inclusive environment and seeks an individual that shares in celebrating diversity (<https://schmidtlab.med.harvard.edu/diversity>).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Takes inventory and monitors supplies of products
- Performs various routine lab duties
- Uses and maintains appropriate equipment and instruments materials and instruments.
- Prepares basic solutions and common reagents
- Performs basic molecular biology techniques

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

- High School diploma or equivalent required
- Proficiency in computer skills, including knowledge of Microsoft Windows, Word, Excel, Access and Internet applications
- Experience or knowledge of data entry applications
- Well organized and flexible
- Good communication skills
- Able to work well with others as well as self-motivated and able to work independently
- Excellent documentation skills

EDUCATION:

- High School diploma or equivalent required