Join an exciting Research Team at Ragon Institute!

General Summary/ Overview Statement:

The Moura Silva, Ringel, and Wong Labs are seeking a full-time, jointly-supervised Lab Manager at the Ragon Institute of MGH, MIT & Harvard in Cambridge, MA. The selected candidate will support the daily operations of all three labs by performing technical, administrative, and supervisory tasks. We seek an enthusiastic, positive, motivated, and organized individual who is curious about basic principles of the immune system and treatment of human diseases. The selected candidate will join dynamic and exciting research teams at the forefront of immunology.

The position offers an exceptional opportunity for scientific growth, with access to cutting-edge equipment and facilities. The Ragon Institute also fosters a highly collaborative and supportive work environment. The selected candidate will work closely with the PIs, administrative support at the Ragon, as well as other lab members, including graduate students and postdoctoral fellows, to ensure seamless research operations.

The job start date is Jan 3rd, 2022.

Job Duties:

Under the direction of the Principal Investigators and in collaboration with lab members, the applicant will carry out daily activities independently. This position is focused on supporting research projects and administrative responsibilities related to lab safety, regulatory compliance, inventory, ordering, and lab organization.

• Manage daily laboratory operations: establish and coordinate division of duties among lab members; maintain lab organization; perform ordering and inventory of laboratory supplies, maintain tissue culture facility; keep up-to-date chemicals as
well as plasmid inventory; and serve as a primary contact for vendors, equipment maintenance, and Ragon administrative staff.

- Supervise mouse colony maintenance and genotyping.
- Participate in on-going quality control/assurance programs for equipment, common reagents, and cellular components.
- Oversee regulatory compliance and prepare laboratories for annual safety inspections.
- Prepare documents for annual and triennial protocol renewals (Institutional Biosafety Committee, IACUC, IRB, etc.).
- Maintain detailed documentation of any experimental work and technical protocols.
- Ensure regular maintenance, cataloging and back-up of experimental data files.
- Perform other duties as requested.

**Qualifications:**

- Experience with molecular biology techniques such as DNA/RNA isolation, cloning, standard and real time PCR preferred.
- Exceptional organizational skills, attention to detail, and documentation skills.
- Strong interpersonal skills and willingness to interact not only with lab members but also facilities and administrative personnel.
- A high degree of motivation, proactiveness, and initiative.
- Ability to work independently and within a team setting.
- Must communicate regularly and effectively with team members and supervisors.
- Ability to perform multiple tasks independently.
- Demonstrate honesty, integrity and reliability.
- Must have a positive attitude and willingness to learn and grow.
- Experience working with mice is preferred but not required.
- Proficiency and/or demonstrated ability to use Windows and Macintosh computers as well as common software platforms.
- Occasional weekend or evening flexibility may be required.

**Education:**

Bachelor’s degree in biology or a related discipline is required.

**Experience:**

Prospective candidates must have at least 3 years of prior experience in a research lab

Supervisory/mentoring experience is a plus.

Two (2) year minimum commitment preferred.

Interested? Please send 1) your CV, 2) list of three references, and 3) cover letter describing why this position is interesting to you.

Contact the PIs: Alison Ringel (aringel@mit.edu), Harikesh Wong (wonghs@mit.edu) and Hernandez Moura Silva (hmoura@mit.edu). Recommendation letters will be requested during the interview process.