

## JOB DESCRIPTION

**Job Title:** Staff Scientist

**Job Code:**

**Salary Plan:** Exempt

**Lab:** Alter

**Direct Supervisor:** Galit Alter

**Employing Hospital and Department:**

Ragon Institute of MGH, MIT, and Harvard

**Minimum degree and field of knowledge:** MSc, PhD preferred

**Years experience required:** 5 – 10 years experience

### **Summary:**

A position is open for a full-time Staff Scientist at the Ragon Institute of MGH, Harvard and MIT in the laboratory of Galit Alter (<http://www.ragoninstitute.org/portfolio-item/alter-lab/>). The Alter lab specifically focuses on developing novel Systems Biology technologies aimed at defining the mechanism by which antibodies provide protection from infections and disease. The Alter lab scientific interests span across an exciting array of different areas of human immunology ranging from infectious diseases (HIV, influenza, malaria, TB, Sars-Cov-2 etc), to neonatology, oncology, autoimmune disease, and many more. We are looking for enthusiastic individuals that are curious about the human immune system and want to participate in the exciting world of diving deeply into understanding how vaccines and monoclonal antibodies can be leveraged to fight a broader array of diseases.

The Alter lab now seeks an enthusiastic individual who would oversee all operations of the laboratory and lead the HIV and Sars-Cov-2 programs under the supervision of Dr. Alter. The Staff Scientist will assist in developing and conducting research projects, including experimental design, data analysis and presentation of experimental results, while overseeing day to day operations of the Alter lab. In this role, we hope to teach and train the candidate to lead large scientific investigative efforts, and to ensure that the candidate grows to become a critical thought leader in the arena of Infectious Disease and Systems Biology research.

### **Job Duties:**

Under the direction of the Principal Investigator, the Staff Scientist will manage and conduct cutting edge research aimed at defining the specific antibody responses to a number of infectious diseases, including HIV and Sars-Cov-2. The Staff Scientist will also oversee all operations of the laboratory, overseeing day to day operations but also helping to support the Alter-labs position within the larger institute. The individual will develop strategies to maximize efficiencies, to help direct the generation of standard operating procedures, to help operationalize the science, to generate collaborative strategies, to drive innovation, to effectively move the team forward as a collective. The Staff Scientist will report directly to the PI to ensure that scientific strategy is maintained. In this role, we hope to teach and train the candidate to lead large scientific investigative efforts, to evolve an environment where scientists can thrive, create, and innovate.

### **Duties and Responsibilities:**

- Design, execute and interpret research experiments
- Oversee the scientific projects of the HIV and Sars-Cov-2 portfolio
- Supervise technicians on a daily basis to ensure the proper execution of the research projects

- Work with other scientists to support execution of science and to make the science work more efficiently
- Analyze and present data at internal and external meetings with collaborators
- Operationalize day to day activities including ordering equipment, lab materials, services, etc.
- Operationalize the execution of lab duties
- Oversee the maintenance of equipment, experimental work, and schedules
- Support the generation of Standard Operating Procedures

**Communication**

- Present data within and outside of the laboratory group at meetings and symposia
- Work closely within the group and with outside collaborators
- Regular communication with the PI and team/group colleagues (one-on-one and group meetings)
- Lead lab meetings weekly to create a cohesive environment

**Qualifications:**

- Strong candidates will have demonstrated interest in the immunology or vaccinology
- Demonstrated ability to work independently and productively
- Strong research design and analytical skills, with demonstrated ability to problem-solving
- Ability to multi-task and work independently under pressure
- Ability to work in a team environment, meet deadlines, and prioritize and balance work from multiple individuals
- Must be willing to learn and grow

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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**New Hire Employee (Print Name)**

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