

## JOB DESCRIPTION

**Job Title: Research Laboratory Manger**

**Job Code:**

**Salary Plan:** Exempt

**Lab:** Batista Lab

**Direct Supervisor:** Facundo D. Batista

**Employing Hospital and Department:**

Ragon Institute of MGH, MIT, and Harvard

**Minimum degree and field of knowledge:** BS/BA required; MA/MS/MPH preferred

**Years experience required:** 7+ years of experience of progressive more responsible experience in a research-related field. Supervisory experience required with financial management background.

### **Summary:**

A position is open for a full-time lab manager in the Batista Lab at the Ragon Institute of MGH, Harvard and MIT. The Batista Lab is at the forefront of B cell immunology, and the successful candidate will have the opportunity to contribute to both basic research and cutting-edge preclinical vaccinology and antibody-based therapeutic identification targeting major public health crises, including HIV, influenza, SARS-CoV-2, and malaria.

The successful candidate will not only oversee lab operations in support of a large, dynamic team, but will also have the opportunity to develop their own projects with a high degree of independence. Familiarity with immunology research, knock-in mice, or vaccine development are all pluses. The successful candidate will have many opportunities to learn and grow both scientifically and as a lab administrator.

### **Job Duties:**

Under the direction of the principal investigator, the applicant independently:

- **Supervises laboratory operations.**
  - Oversees use of laboratory funds, supply inventory and related staff activities.
  - Takes responsibility for financial management of the lab. Develops budgets, analyzes trends, produces reports. Participates in grant and proposal writing alongside other lab personnel.
  - Coordinates regulatory and compliance activities and documentation alongside the Research Project Manager, including IACUC and IRB renewals.
  - Manages lab personnel orientation and safety training.
  - Serves as laboratory Safety Officer.
  - Prepares laboratory for annual safety inspections.
  
- **Contributes to the research mission.**
  - Carries out independent research projects, with the potential for contributing or primary paper authorship.
  - Trains staff in specialized lab techniques.

- Maintains detailed protocols and lab notebook.

**Qualifications:**

- **General**
  - Ability to make independent decisions while working in a team setting.
  - Ability to supervise others.
  - Willingness to learn and grow.
  - Strong interpersonal skills.
  - Some occasional weekend or evening flexibility may be required.
- **Administrative**
  - Excellent documentation skills.
  - Strong working knowledge of NIH contract procedures and funding policies preferred.
  - Must have strong budget management skills.
  - Excellent organizational skills to formulate and complete vigorous timetables and meet the grant's complex financial restrictions.
- **Technical**
  - Proficiency with Windows and Mac as well as common software platforms required.
  - Aptitude for technical problem solving, excellent judgement and ability to interpret information and protocol requirements.
  - Previous experience with CRISPR/Cas9 and FACS strong pluses.
  - Previous experience with standard molecular biology approaches a requirement.

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**

