

MASSACHUSETTS GENERAL HOSPITAL

Job Title: Research Laboratory Manager

Job Family: Lab Managers

Job Code: ??? Grade: ????

Department: All Research Departments

GENERAL SUMMARY/ OVERVIEW STATEMENT:

The Batista Lab at the Ragon Institute of MGH, MIT and Harvard in Boston is seeking a highly motivated and organized Lab Manager to join our B cell biology and preclinical vaccinology lab. The selected candidate will join a dynamic research team at the forefront of B cell immunology and will primarily manage and support our expansion into new projects related to malaria vaccinology and passive antibody prevention.

The successful candidate will work collaboratively with multiple team members, and with collaborating labs at and outside of the Ragon Institute. They will need to perform a broad range of assays to characterize antibodies and immune responses to immunogens with a high degree of independence, and also support daily operations for related projects. In addition, the candidate will be working with mice for preclinical vaccine assessment and will need to be able to contribute to mosquito and malaria parasite projects in collaborating labs.

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 PI, administrative support at the Ragon, as well as other lab members, including graduate students and postdoctoral fellows, to ensure seamless research operations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Under the direction of Dr. Batista, and in collaboration with lab members, the successful candidate will coordinate and establish lab operations relating to the expanded malaria program. The scope of this position is wide and requires technical, administrative, and supervisory skills to ensure the success of operations. Specific duties include:

Lab Organization and Maintenance

- Establish and coordinate the division of duties among team members.
- Onboarding and training staff in general lab procedures.
- Perform ordering and inventory of related laboratory supplies, while participating in ongoing quality control/assurance programs for equipment, common reagents, and cellular components.
- Act as primary contact for project-related equipment procurement and maintenance.
- Maintain detailed documentation of any experimental work and technical protocols.
- Ensure regular maintenance, cataloging, and backup of experimental data files.

Regulatory Compliance

- Coordinate regulatory and compliance activities related to malaria projects.
- Assist in preparing laboratories for annual safety inspections.
- Assist in preparation of documents for annual and triennial protocol renewals (Institutional Biosafety Committee, IACUC, IRB, etc.).
- Keep up-to-date chemicals as well as plasmid, parasite, and antibody inventory.
- Oversee maintenance and operations of BL-1, BL-2, and Tissue Culture procedures.

Conducting Quality Research

- Supervise malaria-related projects and operations.
- Coordinate sending reagents to collaborators.
- Carry out independent research projects.
- Contribute to scientific publications and presentations.

The candidate may be required to perform other duties as needed.

SKILLS/ABILITIES/COMPETENCIES REQUIRED:

- Excellent organizational skills, attention to detail, and documentation.
- Strong interpersonal skills and willingness to interact with lab members, facilities, and administrative personnel.
- A high degree of motivation, proactiveness, and initiative.
- Experience with general lab operations, including basic and advanced molecular biology techniques.
- Familiarity with the technical components of the malaria field, including management and maintenance of mosquito colonies, mosquito salivary gland dissection, malaria parasite maintenance, and infected RBC culture of parasites.
- Experience in general Tissue Culture operations, and particular experience with hepatocyte culture and in vitro malaria infection assays.
- Experience working with mice preferred but not required.
- Ability to work independently and within a team setting.
- Must communicate regularly and effectively with team members and supervisors.
- Demonstrate honesty, integrity, and reliability.
- Must have a positive attitude and willingness to learn and grow.
- 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 required. Master's preferred

EXPERIENCE:

At least 5+ years of lab experience; prior lab management/mentoring experience is a plus.

SUPERVISORY RESPONSIBILITY (if applicable):

Yes, see duties above.