

JOB DESCRIPTION

Job Title: Research Lab Administrative Assistant

Job Code:

Salary Plan:

Lab: Barczak, Dekosky, and Schmidt

Direct Supervisor: Amy Barczak, Brandon Dekosky, and Aaron Schmidt

Employing Hospital and Department:

Ragon Institute of MGH, MIT, and Harvard

Minimum degree and field of knowledge: HS diploma or GED, bachelor degree preferred

Years experience required: 0-2 years experience

Summary:

A position is open for a full-time Research Lab Administrative Assistant at the Ragon Institute of MGH, Harvard and MIT in the laboratories of Amy Barczak (www.barczaklab.org), Brandon Dekosky (www.dekoskylab.org) and Aaron Schmidt (<https://schmidtlab.med.harvard.edu/>). The Ragon Institute is a dynamic research institute committed to studying scientific questions relevant for human health, in particular infectious diseases with global impact. The Barczak, Dekosky, and Schmidt labs are currently seeking an enthusiastic, collaborative individual to provide administrative support to our scientific teams.

Duties and Responsibilities:

- Assists with some PI calendar management
- Assists with some PI travel arrangements and manages reimbursements
- Submits new hires and rotation students for HR processing
- Schedules meetings, organizes catering, room bookings
- Types minutes/correspondence of meetings and distributes
- Submits and processes some orders for the PIs
- Additional minor administrative duties as assigned

Communication

- Regular communication and close collaboration with PIs
- Ability to communicate effectively with group members across a range of positions/roles

Qualifications:

- Good organizational skills
- Keen attention to detail
- Ability to multitask
- Knowledge of MS office suite

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.