

## JOB DESCRIPTION

**Job Title:** Project Manager

**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:** BA/BSc

**Years experience required:** 1– 10 years experience

**Summary:**

A position is open for a full-time Project Manager 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, 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 with outstanding organization skills that would like to help lead a number of projects in collaboration with the Gates Foundation or Commercial Partners. The position sits at the interface of lab science and project oversight- ensuring that we are responsive to our funders- but helping to nurture, foster, and stimulate the exciting partnerships that are certain to make our discoveries a therapeutic reality. In this managerial role, we hope to teach and train the candidate to lead large scientific investigative efforts, to create and drive collaboration, 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 applicant will be asked to independently carry out daily activities and drive large projects.

**Organizational work:**

- Help organize data, scientists, meetings, collaborative interactions
- Work with scientists to support execution of science
- Help support the ethical review of projects
- Help put together and inspire the development of collaborative proposals
- Work with technical staff on a daily basis helping to operationalize and make the science work more efficiently
- Work to develop statements of work for collaborative efforts and associated budgets

**Communication**

- Regular communication with supervisor and team/group colleagues (one-on-one and group meetings)
- Present data within and outside of the laboratory group at meetings and symposia
- Work closely within the group and with outside collaborators
- Maintain close communications with the PI regarding progress

**Qualifications:**

- Strong candidates will have demonstrated interest in the immunology or vaccinology.
- Independently motivated, detailed orientated and good problem-solving ability
- 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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**Date**

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**New Hire Employee (Print Name)**

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**Signature**

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**Date**