

## JOB DESCRIPTION

**Job Title:** Postdoctoral Fellow

**Job Code:**

**Salary Plan:** Exempt

**Lab:** Juelg

**Direct Supervisor:** Boris Juelg

**Employing Hospital and Department:**

Ragon Institute of MGH, MIT, and Harvard

**Minimum degree and field of knowledge:** MD, PhD, MD/PhD

**Years experience required:** 0 – 2 years experience

**Summary:**

A position is open for a full-time post-doctoral Research Fellow at the Ragon Institute of MGH, Harvard and MIT in the laboratory of Boris Juelg (<http://www.ragoninstitute.org/portfolio-item/juelg/>). The Juelg lab specifically focuses on immunotherapies for treatment and prevention of infectious diseases. We are interested in understanding how vaccination versus natural infection program T-cell responses and if we can enhance T-cell functionality via immunization for therapeutic purposes. The Fellow will be involved in a number of projects aimed at defining the mechanism by which vaccination modifies T-cell responses and at investigating strategies for leveraging therapeutic vaccination for the treatment of HIV infection but also other infections. The Fellow will be asked to test new approaches, design independent experiments, address technical problems, present results to the group, design follow-up experiments, consult scientific literature, and maintain well-documented lab records.

We are interested in hiring an enthusiastic individual with a sound understanding of T cell biology and Immunology and a strong interest in infectious disease at the intersection of basic and clinical research. The candidate will be expected to work under daily-to-weekly supervision, as part of a team and individually.

**Job Duties:**

Under the direction of the Principal Investigator and/or a research fellow/scientist, the applicant independently carries out daily activities of the laboratory.

**Laboratory and related work:**

- Guide research projects through experimental design, conduct of experiments, and analysis of data
- Performs assays utilizing standard techniques (Flow cytometry, DNA/RNA extraction and analysis, standard and quantitative PCR, ELISA, cloning)
- Cell/tissue processing, culture and maintenance
- Independently performs routine and non-routine experiments which are moderate to complex
- Develop and troubleshoot new assays based on literature searches and discussions with the PI
- Ensures quality control of equipment, reagents and cellular components
- Participates in on-going quality control/assurance programs
- Ordering and inventory of laboratory supplies

**Documentation**

- Maintain detailed documentation of the experimental work
- Regular maintenance, cataloging and back-up of experimental data files
- Contribute to writing of SOPs, study reports, and protocols.
- Preparation of presentation materials for internal and external meetings

**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
- Write, edit, and submit manuscripts/abstracts detailing the results of the project
- Mentor students and technicians
- Maintain close communications with the PI regarding progress

**Qualifications:**

- A Ph.D. or M.D. with relevant experience in infectious diseases, virology, or immunology.
- Strong candidates will have demonstrated experience in the immunology or virology of infectious diseases.
- Knowledge of cellular and molecular immunology
- Demonstrated proficiency in the use of software tools to support data analysis (e.g., Prism, FlowJo, MATLAB)
- Independently motivated, detailed orientated and good problem solving ability
- Excellent organizational and time management skills with the ability to work under tight timelines with changing priorities
- 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
- Excellent documentation skills
- Must have good interpersonal skills
- Some occasional weekend or evening flexibility may be required
- Two year commitment preferred

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**