

## MASSACHUSETTS GENERAL HOSPITAL

Job Title: Research Technician

Job Family: Research

Job Code: Grade:

Department: All Research Departments

### GENERAL SUMMARY/ OVERVIEW STATEMENT:

A position is open for a full-time research technician at the Ragon Institute of MGH, Harvard, and MIT in the Good Clinical Laboratory Practice (GCLP) laboratory of Dr. Galit Alter. The Alter lab specifically focuses on understanding how cytolytic antibodies, produced during infection or immunization, may be used to target innate immune cells specifically to virally infected cells or virions themselves, for elimination. The technician will work on a number of projects aimed at defining the mechanism by which antibodies are able to recruit innate immune cells to mediate pathogen control as well as on clinical studies. All the work will be performed following GCLP guidelines and documentation protocols. Furthermore, the technician will be asked to test new approaches, design experiments independently, address technical problems, present results to the team, design follow-up experiments, consult scientific literature, and maintain well-documented lab records.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Prepares basic solutions and performs base-level procedures as assigned (i.e. – pipetting, cell and tissue culture, etc.)
- Maintains laboratory notebook and GCLP laboratory records
- Understands and applies basic scientific techniques
- Conducts analysis of results and may begin interpretation of results
- Sets up and prepares routine experiments as directed
- Prepares lab reagents, chemicals, instruments and equipment
- May perform independent literature searches
- Assists with organizing materials for publication or presentation
- Maintains GCLP laboratory inventory and orders supplies
- Help with equipment cleaning and maintenance

A Research Technician II performs the duties of a Research Technician I (above) and may also:

- Execute protocols of non-routine experiments
- Assist the PI(s) with determining the most suitable methodology
- Perform basic design and modification of protocols
- Calculate, transcribe and analyze data
- Prepare and present reports
- Organize and summarize acquired data, using scientific and statistical techniques.
- Organize and/or draft material for the preparation of research papers, manuscripts and other documents for publication and/or presentation.
- Participate in the design of experiments or field work.

**SKILLS/ABILITIES/COMPETENCIES REQUIRED:**

- Attention to details
- Ability to work independently and as a team member
- Good communication skills
- Computer literacy
- Working knowledge of clinical research protocols
- Ability to perform multiple tasks independently
- Ability to work under tight deadlines

The Research Technician II should also possess:

- Analytical skills and the ability to resolve technical problems
- Ability to interpret acceptability of data results
- Working knowledge of data management programs
- Demonstrated competence in research techniques and methodologies

**EDUCATION:**

Bachelor's degree required.

**EXPERIENCE:**

**GCLP, GLP or medical laboratory experience preferred.**

New graduates with some lab experience (via course work, internships, etc.) or those without any prior research experience will be considered for the Research Technician I position outlined above.

Those with a minimum of 1 year of **directly related** work experience will be considered for a Research Technician II position.

**SUPERVISORY RESPONSIBILITY (if applicable):**

A Research Technician II may serve as a team leader to lab assistants and Research Technician I's.