

**BRIGHAM AND WOMEN'S HOSPITAL**

Job Title: Senior Technical Research Assistant

Date: April 4, 2016

Job Code: 455Z

Grade: 00955T

FLSA Status:

**GENERAL SUMMARY/ OVERVIEW STATEMENT:** Summarize the nature and level of work performed.

We seek a senior technician to play a key role in establishing a laboratory within the Ann Romney Center for Neurologic Disease in the new BBF Building at the Brigham and Women's Hospital. The laboratory applies cutting edge stem cell technologies, genome editing and imaging to study the problem of protein misfolding in neurodegenerative disease. The successful candidate will: have a track record of working independently, perform non-routine, highly specialized experimental procedures; participates in the design and modification of research protocols; composes and may present sections of research reports and manuscripts; perform advanced data analysis using advanced statistical techniques; coordinate lab activities and undertakes quality assurance programs; supervises lab staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

1. Independently performs non-routine, highly specialized experimental procedures, including advanced stem cell culture, genome editing and microscopy.
2. Participates in the design and modification of research protocols.
3. Develops research methodologies within the parameters of experimental protocols and research objectives.
4. Composes and may present sections of research reports and manuscripts.
5. Performs advanced data analysis using advanced statistical techniques.
6. Responsible for the oversight and coordination of all lab activities, including quality assurance. Responsible for the oversight and coordination of the scheduling of all procedures.
7. Responsible for troubleshooting problems and instructing others in highly specialized techniques.
8. If entry level research staff is present, will collaborate with PI in supervising staff in the lab, including hiring, firing, evaluation and discipline.
9. In collaboration with PI, participates in budget and grant development and preparation.
10. All other duties, as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Responsible for supervising staff including: hiring, firing, evaluating and disciplining. Will orient and train new staff members.

**QUALIFICATIONS:** (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

BS in biological/physical science

Requires 3-5 years of directly related progressively more responsible experience.

**SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:** (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

- Proficiency in basic laboratory techniques is essential, including molecular biology (PCR, cloning), biochemistry (Western blot, ELISA) and basic tissue culture.
- Proficiency in advanced techniques is desirable, including pluripotent stem cell culture and genome editing.

- Proficiency in microscopy and high content imaging is desirable.
- High degree of computer literacy.
- Sound analytical and organizational skills.
- Requires good oral and written communication skills.
- Must be able to logically and effectively structure tasks and set priorities.
- Ability to identify potential problems and troubleshoot solutions.
- Demonstrated ability to analyze data statistically and to logically present it.
- Must have a broad knowledge of scientific principles, biological structures, and laboratory techniques.
- Must have sound interpersonal skills and the ability to supervise others.

**HOSPITAL WIDE RESPONSIBILITIES:** These are required of all staff, regardless of position. Do not remove these standards.  
*Works within legal, regulatory, accreditation and ethical practice standards relevant to the position and as established by BWH/Partners; follows safe practices required for the position; complies with appropriate BWH and Partners policies and procedures; fulfills any training required by BWH and/or Partners, as appropriate; brings potential matters of non-compliance to the attention of the supervisor or other appropriate hospital staff.*

**APPROVAL:**

(NAME)  
 Department Mgr. \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

(NAME)  
 Other, As Appropriate \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

*The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.*