

Job Posting Preview

03-Feb-2021

Research Operations & BiOS Freezer Core Manager

Harvard T.H. Chan School of Public Health
53346BR

Job Summary

The BiOS Freezer Core is designed to assist in the management and storage of research samples for investigators at the Harvard T.H. Chan School of Public Health. This fully-robotic, large-capacity negative 80°C freezer has the ability to store 100,000 to 10 million samples, depending on labware size. The BiOS Freezer Core is intended to be an alternative storage option to upright and chest negative 80°C freezers, conserving costs, energy, and space, while ensuring sample integrity, access, and tracking.

The Research Operations & BiOS Freezer Core Manager will run the core facility hosting the School's automated BiOS negative 80°C freezer and the Star liquid handler. The Hamilton BiOS freezer stores clinical and biological samples collected for research purposes by School faculty, and the Star liquid handler is a high-throughput aliquoting robot. This position reports to Professor Eric Rimm in the Department of Nutrition.

The Manager will be responsible for strategic planning, financial management, and daily operations of this School resource. Strategic responsibilities include working with the Freezer Core PI, and the PIs of complimentary cores, to ensure the space and resources associated with the core are meeting the needs of the School's research community.

The Manager will also provide consultations to faculty, lab managers, and external groups regarding the compatibility of the BiOS with their needs, and will work with research teams developing grant applications that propose to use the BiOS freezer or Star liquid handler. The Manager will manage the financial aspects of the core as well, including developing a multi-year business plan, budgeting, rate setting, invoicing, and reporting. These activities will be conducted in close coordination with the departmental finance team.

Daily operations will include entering data on samples into the Laboratory Information Management System (LIMS), inputting and retrieving samples from the BiOS freezer, and ensuring appropriate transfer of custody procedures. Programming and troubleshooting the Star liquid handler for client projects will be an important responsibility as well. Additionally, the employee will assist with other tasks that support the operation of the core, including coordinating and overseeing regular maintenance, repair, and compliance with health and safety requirements.

Job-Specific Responsibilities

Additional duties and responsibilities include, but are not limited to, the following:

Strategic Planning for the BiOS Freezer Core & Core Operations Oversight, Management, and Implementation:

- Managing BiOS freezer biological sample storage
- Maintaining specimen identification, integrity, and chain of custody throughout all processes; conducting periodic sample tracking quality control checks
- Assisting in the upkeep and maintenance of the BiOS freezer and Star liquid handler including overseeing regular servicing, monitoring of equipment functions, and repair

- Programming the Star liquid handler for sample preparation
- Communicating with PIs and research teams using the core regarding regular operations, billing, and emergency issues
- Responding promptly to all freezer alarms, contacting the PI, and communicating with appropriate facilities and operations staff
- Developing core policies

Administrative:

- Developing monthly reports on BIOS users, samples numbers, and BIOS capacity for the PI
- Managing core finances including developing the annual budget, setting the rate, billing/invoicing, and tracking costs
- Working on process improvements for existing and new workflows
- Working with PIs and other staff to develop and update documents (e.g. procedures, work instructions, training instructions)
- Performing other administrative duties as needed

Safety:

- Maintaining safety, practicing safe work habits, and documenting and informing PI of all issues involving safety
- Adhering to all institutional environmental and health safety guidelines and policies
- Completing annual biohazard/universal precaution safety training, as appropriate
- The Manager will also perform other duties as assigned
- The employee will also be the main point person for ensuring freezer and lab space adheres to safety protocols and that all emergency back-up procedures are instituted. This includes coordinating with a 3rd party surveillance company and with the School security, facilities, maintenance and with our partner biorepository at the Channing Laboratory.

Lastly, the selected employee must be comfortable working with a variety of stakeholders, including faculty, School financial and operational leadership, external vendors, and the LIMS team.

The Manager will be trained on how to use the fully-automated BIOS freezer and the associated Laboratory Information Management System (LIMS), however familiarity with general laboratory or core facility management is essential. As managing the Star liquid handler will require programming skills, familiarity with programming lab equipment is strongly preferred but not required. Strong organizational, technical, and communication skills are also critical, as is the aptitude to work independently with limited oversight.

PLEASE NOTE: The work schedule for this position is Monday through Friday 9AM to 5PM, with rare evening/weekend hours in the case of an emergency (i.e. - freezer alarm).

PLEASE NOTE: Until our return to campus and full operational status, which is still to-be-determined, this interview process and position will take place in a slightly modified manner – including virtual interviews and a combination of remote and on-site (on campus in Boston) onboarding and lab work. The majority of the work, though, is expected to take place in person -- and in accordance with approved COVID-related guidelines and protocols.

Basic Qualifications

- Bachelor's Degree or equivalent work experience required
- 5+ years of related experience in laboratory sciences and laboratory management required
- Financial management and budgeting experience required

Additional Qualifications and Skills

- Master's degree and/or PhD in a related field (such as laboratory or life sciences) strongly preferred
- Experience working in a biological laboratory setting strongly preferred
- Programming skills, and/or familiarity with programming lab equipment, preferred
- Experience with equipment oversight a plus
- Experience beginning and completing all assignments with minimal supervision preferred

The successful candidate will demonstrate the aptitude and capacity to adhere to laboratory standard operating procedures (SOP), have strong communication skills, a desire to learn new techniques, strong organizational skills, and experience working with a diverse team of scientists. Strong candidates will also have experience identifying potential problems and troubleshooting solutions.

Additional Information

- Harvard University requires pre-employment reference checks and background screenings.
- This position has a 90 day orientation and review period.
- The Harvard T.H. Chan School of Public Health does not provide visa sponsorship for administrative and staff positions.

The Harvard T.H. Chan of Public Health is dedicated to building a diverse community of individuals who are committed to contributing to an inclusive environment – including fostering respect for all, serving the greater good, and welcoming individuals from diverse backgrounds, experiences, and perspectives. To learn more about the Chan School's mission, objectives, and core values, please visit our website [here](#).

Harvard offers an outstanding benefits package including:

- **Time Off:** 3- 4 weeks paid vacation, paid holiday break, 12 paid sick days, 11.5 paid holidays, and 3 paid personal days per year.
- **Medical/Dental/Vision:** We offer a variety of excellent medical plans, dental & vision plans, all coverage begins as of your start date.
- **Retirement:** University-funded retirement plan with full vesting after 3 years of service.
- **Tuition Assistance Program:** Competitive tuition assistance program, \$40 per class at the Harvard Extension School and discounted options through participating Harvard grad schools.
- **Transportation:** Harvard offers a 50% discounted MBTA pass as well as additional options to assist employees in their daily commute.
- **Wellness Options:** Harvard offers programs and classes at little or no cost, including stress management, massages, nutrition, meditation and complimentary health services.

Harvard access to athletic facilities, libraries, campus events and many discounts throughout metro Boston.

Join the Harvard T.H. Chan School of Public Health to support our mission of health research and education, and to be a part of the oldest institution of higher learning in the country!

Job Function

General Administration, Research

Location

USA - MA - Boston

Job Code

359057 Admin Dept/Program Admin

Sub-Unit

Department

Nutrition

Time Status

Full-time

[Salary Grade](#)

057

Union

00 - Non Union, Exempt or Temporary

Pre-Employment Screening

Criminal, Education, Identity

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

Close preview