

Classification: Exempt

Job Family: Technicians

Reports to: Patrick Autissier, Director, Flow Cytometry Facility (autissie@wi.mit.edu)

Job Description Summary:

Schedule: M-F, day shift. During initial training period (2 – 3 months), evening hours may be required.

The primary duty of the Technical Assistant I, Core of the FACS BSL2 core cytometry facility is to assist with oversight of daily operations of the flow cytometry core lab including operation, maintenance and troubleshooting of all instruments, as well as provide high quality flow cytometry service, user training and support to the Whitehead Institute investigators and Boston research community. The FACS Technical Assistant I will possess high level of proficiency on the BD FACSAria SORP in order to perform quality high-speed cell sorting. Additional duties include but are not limited to development of proficiency on core facility benchtop analyzers: the BD Symphony A1 with HTS, BD LSRFortessa with HTS, and BD FACSCanto with HTS and the SONY cell sorter. Other duties will be performed as scheduled or needed. All duties will be performed in accordance with the Whitehead Institute's behavioral standards, safety standards, and mission.

CHARACTERISTIC DUTIES

Cytometry Instrumentation and associated Software and Peripherals High Speed Cell Sorter- BD FACSAria SORP and SONY cell sorter:

- Perform high-quality, High-Speed Cell Sorting for researchers
- Perform scheduled and unscheduled maintenance, including data backup as maintenance
- Perform daily quality control and monitor instrument performance
- Troubleshoot sorter and associated software and peripherals
- Contact and interact with vendor service and FACSAria/ SONY field service engineers as needed
- Log sorter and related software and peripheral problems and report to core staff
- Enter Aria/ SONY usage into database

Benchtop Analyzers- BD Symphony A1, BD FACS Fortessa HTS, BD FACS Canto HTS:

- Develop and maintain proficiency with all benchtop analyzers and associated software and peripherals
- Perform scheduled and unscheduled maintenance, including data backup
- Perform quality control and monitor instrument performance
- Troubleshoot benchtop analyzers and associated software and peripherals
- Contact and interact with vendor service and FACS benchtop analyzer field service engineers as needed

- Log benchtop analyzer and related software and peripheral problems and report to core staff

Service

- Provide high quality service to researchers
- Work closely with researchers and Whitehead Institute staff to maintain good relationships
- Orient new users to the lab
- Assist researchers with their scheduling needs
- Advise researchers on basic requirements for high speed cell sorting and benchtop Cytometer usage
- Address problems immediately, if possible, log, and report to manager

Other

- Maintain sort appointment waiting list and notify researchers if an appointment is available
- Log lateness and failure to cancel appointments
- Approve sort appointments in Calendar system
- Notify researchers of unscheduled instrument downtime
- Assist with writing protocols and other writing as needed
- Assist with ordering of supplies and billing as needed
- Work closely with EH&S to review biosafety considerations for ongoing and new projects
- Attend a minimum of one flow cytometry workshop, seminar, vendor show, or core lab visit per year
- Attend a Whitehead Institute retreat
- Become familiar with flow cytometry journals, associations, and resources
- Assist with demos and tours as needed
- Audit training sessions and provide feedback
- Prepare reagents as needed
- Assist with inventory and stocking of laboratory supplies
- Maintain all work areas
- Other duties, as assigned

QUALIFICATIONS

- Bachelor's degree in biology and 2 years of experience in a research laboratory.
- Must have 1-2 years of experience in flow cytometry. No cell sorting required but it's a plus.
- Excellent organizational, problem-solving, and communication skills.
- Must be available to work flexible work hours as needed.
- Must be able to work well independently with minimal supervision.
- Must work well with researchers, engineers and institute staff in a customer-service oriented environment.

Whitehead provides pay ranges representing its good faith estimate of what the Institute reasonably expects to pay for a position at the time of posting. The pay offered to a selected candidate during hiring will be based on factors such as (but not limited to) the scope and responsibilities of the position, the candidate's work experience and education/training, and internal peer equity. This pay range represents base pay only and does not include any other benefits or compensation.

- Pay Range Minimum: 47,000
- Pay Range Maximum: 52,000

If interested, please email cv and a cover letter to Patrick Autissier, Director, FACS Core at autissie@wi.mit.edu