JOB OPPORTUNITY – Part-time Lab Assistant (20 hours per week)

Company Description
Addgene is a non-profit company that facilitates biomedical research and discovery. Addgene assists scientists by archiving their plasmid DNA samples and distributing these samples to researchers who need them for future experiments. Broad availability of these unique research materials promotes both the progress of research and Addgene’s mission to increase collaboration in the scientific community.

This is a terrific opportunity to become part of a dynamic environment and to contribute to an important resource for the scientific community. Learn more about Addgene at www.addgene.org.

Position Summary
Assist the laboratory staff as requested and directed in processing incoming DNA samples and fulfilling requests for DNA samples.

Essential Functions/Job Responsibilities
- Fulfill requests for DNA samples; prepare samples for shipment, print order fulfillment documents, and package samples into boxes for shipment
- Prepare and dispense media using sterile techniques
- Assist with other routine lab operation tasks as instructed

Job Qualifications
- Lab experience or college-level lab classes
- Familiarity with pipetting and using sterile technique preferred
- Excellent organizational skills and attention to detail
- Familiarity with general computer software, including MS Office and web applications
- Self-motivated, organized, able to work independently
- Must be able to communicate effectively in English; strong written and oral communication skills required
- Must be able to lift and move up to 25 lbs.

Start Date  Immediate

Preferred Schedule  Monday-Friday: 9 a.m. – 1:00 p.m.

Job Location  Addgene is located at One Kendall Square in Cambridge, MA. It is close to MIT, walking distance from the Red Line, and on several bus routes including CT2 and 68.

Applications  Please send brief cover letter and resume to jobs@addgene.org.