



The Forsyth Institute
245 First Street
Cambridge, MA 02142
www.forsyth.org



Flow Cytometry Core Manager

About The Forsyth Institute

The Forsyth Institute is the only independent research institute in the United States that specializes in oral health and its impact on overall wellness. Grounded in its founding mission, Forsyth also maintains a century-long commitment to bring preventive dental care directly to thousands of underserved children throughout Massachusetts. In addition, Forsyth is affiliated with Harvard University. To learn more about the Forsyth Institute, visit www.forsyth.org.

About the role

This is a full time position overseeing the flow cytometry core facility (one BD FACSAria™ II cell sorter and one Invitrogen™ Attune™ NxT acoustic focusing cytometer), and providing support to Forsyth scientific staff. In addition to managing the flow cytometry core facility, the position will include oversight of shared equipment and management of vendor relations for the entire institute. The successful candidate will be well organized with a commitment to high quality work, experimental rigor, safety, and service. This position reports to the Director of Research and Faculty Affairs.

Requirements

To be considered you must have worked within a scientific environment, e.g. research, bio-tech, or academia, and have specific expertise in Flow Cytometry (additional training can be provided). You must also have a degree (advanced degree preferred) in a scientific discipline and a minimum of 1 year laboratory experience, with demonstrated strong experimental technique. Excellent communication and collaboration skills are also required.

Responsibilities

Flow Cytometry Core responsibilities

Assist users with analysis and sorting

- Train users in flow equipment use
- Perform daily equipment maintenance and performance checks
- Organize, store and archive data, send data to users as needed
- Maintain appointment calendar for all users
- Assist investigators in experimental design/planning/and troubleshooting
- Prepare invoices and track payments
- Setup user accounts, track purchasing

- Provide fiscal and year end reporting
- Outreach - coordinate advertising and correspondence with potential new core clients/users

Laboratory Resources Manager Duties

- Oversight of shared equipment, including maintenance and training
- Maintain vendor relationships, assist with negotiation of quotes

To apply

Please apply through our system using this link: <http://forsyth.atsondemand.com/> or contact Clo Xavier cxavier@forsyth.org. Include your resume or CV and a cover letter with your application.

The Forsyth Institute is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.