

Metamatrix, Inc. Job Description

Job Title:	Product Development Specialist II (Molecular Biologist)
Department:	Molecular Biology & Immunology
Reports to:	Director of Molecular Biology & Immunology
FLSA Status:	Exempt

Summary:	The Product Development Specialist II (Molecular Biologist) is responsible for the support of laboratory assays. Responsibilities include assisting in the development, evaluation and improvement of new and existing immunological and molecular diagnostic assays. This individual will participate at many levels of a program aimed at developing the company's proprietary diagnostic platform technologies. In addition, the applicant will be expected to apply an understanding of microbiology/immunology to develop new and innovative assays. The Product Development Specialist II also provides support to lab personnel by troubleshooting methods, teaching others and performing production work as needed to fulfill Metamatrix turnaround time obligations to its clients.
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Essential Duties and Responsibilities includes the following. Other duties may be assigned.

- Perform immunological or genomic analysis to isolate, identify, and quantify components of biological samples that may be potential hazard in the workplace, i.e. blood, urine, and fecal samples. Duties also include the research, development, and improvement of new and existing diagnostic assays as requested.
- This position will focus primarily on the development and optimization of Metamatrix nucleic acid-based diagnostic assays. The basis of these assays includes PCR and microarray platforms.
- The position requires working with a variety of biological samples, performing nucleic acid isolation, and target labeling for use in our platform technologies.
- The applicant must be comfortable working in a laboratory environment where the bulk of the duties and responsibilities will involve pipetting, working with DNA and RNA isolation reagents, 96-well formats and maintaining a strict adherence to quality and performance in a laboratory setting.
- The position requires working with a variety of biological samples matrices including invitro grown bacteria; human fecal material often in storage solution, for RNA, RNA/DNA or DNA isolation.
- Applicant must have the ability to work with bioinformatists and hybridization/microarray processing staff members towards the goal of data analysis and data interpretation.
- Keep and maintain daily a detailed laboratory notebook describing protocols/methods followed at a level of detail and clarity that another person could follow/interpret what was done.
- Documents all research.
- Determines quantitation limits and analysis methods for each analyte. Prepares standards and specification for processes, facilities, products, and test used in biological analysis.
- Performs validation of analytical data to determine precision, accuracy, and reproducibility. -
- Maintains working knowledge of new development in the industry and government regulations.
- Trains staff on the procedure required to bring new products into the production laboratory.
- Evaluates staff performance during training and after new products have moved into production.
- Is familiar with all equipment and procedures in assigned area, to provide support and training to production personnel.
- Follows all laboratory safety procedures.

Supervisory Responsibilities:

This position requires the product development specialist to coordinate with all production staff members to make certain all molecular diagnostic assays are running correctly and on time i.e. our turn-around time goals are being met.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations:

Must obtain recognized certification within two years.

Other Skills and Abilities:

Extensive molecular biology knowledge including PCR, gel purification, cloning, subcloning, library generation, mechanisms for protein expression, ELISA and high-throughput screening

Experience with cellular immune mechanisms.

A desire to perform hands-on laboratory work.

Experience with the project management aspects of product development such as timelines, milestones, and validation is also a plus.

Other Qualifications:

The position requires good molecular biology, laboratory skills, with microarray and single nucleotide polymorphism (SNP) experience. The applicant must be amenable to training, following directions and orders with a pleasant working disposition.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Use molecular biology, microbiology, and immunology techniques and technologies in a laboratory setting competently.

Take the initiative to improve the efficiency and effectiveness of Genomics Unit projects and technologies.

Work with randomized schemes pertinent to the experimental design and sample processing effort.

Work with robotic fluidics stations, multi-channel pipettors, process single up to 96 and 384 well samples.

With training, the applicant must be able to perform microarray and hybridization protocols.

Perform PCR experiments for de novo expression discovery and microarray data set validation.

Perform work on collaborative Genomic and Immunology projects when help is needed, technologies involve sample prep for High Throughput TaqMan, Microarrays, High throughput SNP processing, allelic discrimination assays, genotyping and capillary DNA sequencing.

Assists in the writing and publication of peer-reviewed manuscripts and reports associated with work performed in the Department of Genomics and Immunology.

Take initiative to improve the efficiency and effectiveness of administrative operations that involve project management, project tracking, cost accounting, and monthly reports on costs and work performed.

Work well with others in a team-oriented work environment.

Communicate effectively with supervisor and immediate co-workers.

Demonstrate maturity, leadership, and good behavior within and outside of the laboratory environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee must occasionally lift and/or move up to 50 pounds.

Education and/or Experience:

2-5 years experience and a Masters degree in Molecular Biology, Microbiology, and Immunology or other relevant field. The candidate should have extensive experience in developing or performing molecular diagnostic assays. Supervisory experience is a plus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts and toxic or caustic chemicals. The noise level in the work environment is usually moderate.