

## McLean Gunderson Personality Disorders Institute

<https://www.linkedin.com/jobs/view/3464897832/?refId=%2BliqUIcFRh2KYn5AscVFSw%3D%3D&trackingId=%2BliqUIcFRh2KYn5AscVFSw%3D%3D>

We are seeking a Research Lab Manager to work in the Gunderson Personality Disorders Institute under the supervision of Principal Investigator (PI) Lois Choi-Kain, MD, MEd. The primary task of the Project Manager is provides oversight and administration for research activities. In addition, the Lab Manager will coordinate the multiple psychological/psychiatric education initiatives, including curriculum development, lecture series, and trainings for evidence based psychotherapeutic treatments.

### Principal Duties & Responsibilities

- Oversight of all personnel management and institute activities
- Responsible for the transmission of and compliance with hospital regulatory requirements
- Coordinates the utilization of lab resources with other labs
- Trains lab staff in routine and specialized lab techniques
- Carries out independent research projects which involve the execution of highly sophisticated techniques
- Management of data and some statistical analyses
- Contributes to scientific literature and may present results
- Responsible for oversight of all lab supply and equipment, purchasing and maintenance
- Manage funds in Insight and keep an up-to-date record of fund balances.
- Collaborate with the GPDI's business consultant to manage the project budget and expenses.
- Collaborate with the McLean Office of General Council and Supply Chain to establish contracts with members of the project team who are external to McLean.
- Interface directly with faculty, consultants, and other contracted parties to schedule and plan for project-related meetings. Develop agendas and progress reports for project-related meetings.

### Skills, Abilities, & Competencies Required

- Must be able to make independent, effective decisions in appropriate situations
- Must possess a scientific imagination commensurate with the independent execution of research projects
- Must have an aptitude for technical problem solving
- Ability to effectively supervise others
- Excellent organizational skills to ensure smooth functioning of lab
- Demonstrated analytical skills and ability to logically sequence experiments to maximize research
- Must possess aptitude for budget management

### Education

- BS (required)
- MS (preferred)

### Experience

- Minimum of 5 years of research experience (in a lab setting)

- Prior supervisory experience required

Primary Location: MA-Cambridge-MCL Cambridge 5-7 Spruce

Work Locations: MCL Cambridge 5-7 Spruce