
77 Avenue Louis Pasteur • Boston, MA 02115 • tel: 617 525-4451 • fax: 617 525-4488 • rplenge@partners.org

Robert M. Plenge, M.D., Ph.D.
Assistant Professor of Medicine
Harvard Medical School

Director, Genetics & Genomics
Division of Rheumatology, Immunology and Allergy
Brigham and Women's Hospital

Project Manager: manage diverse projects pertaining to translational genomics research in a collaborative environment

Working in a collaborative, exciting and fast-paced environment, you will manage a portfolio of projects within the *Plenge Lab* at Brigham and Women's Hospital (BWH), Harvard Medical School (HMS) and the Broad Institute. This exceptional opportunity offers the chance to work at the forefront of translational research within three thematic areas: human genetics & genomics, personalized medicine, and immunogenomics. Your responsibilities will include managing all aspects of projects within the Plenge laboratory, ensuring that projects are completed on time and within budget. This will require working closely with a diverse range of team members from across our institutions, including clinical and basic researchers, patients with immune-mediated diseases, financial staff, industry liaisons, regulatory officials, and grants administrators, amongst others. Our ideal candidate will be able to work independently to anticipate the needs of the project team and/or project stakeholders. You will also be called upon to report on project status including the preparation of materials for meetings.

Candidates must have a Bachelor's degree and at least five years of relevant professional experience with experience of coordinating or managing projects. Experience with genomic technologies, immunology, and patient-related studies is preferred.

OVERALL RESPONSIBILITIES

Manages a portfolio of projects for the *Plenge Lab*. Ensures that projects are completed on time and within budget. Works independently to anticipate needs of project team and/or project stakeholders, including reporting on project status, preparing relevant materials for meetings, etc. Communicates project progress to other team members and senior staff. Uses project management skills and knowledge of tracking and reporting systems to support special projects as needed.

CHARACTERISTIC DUTIES

- Initiates Project Management activities for all new projects.
- Works with clinicians and other staff members to recruit patients for genomics projects.
- Ensures that the specific needs of each project have been clearly identified; translates project needs into deliverables and timelines.
- Manages communication with outside collaborators about project logistics such as delivery schedule and quality requirements for input and/or output materials.
- Ensures that projects and activities adhere to institutional guidelines with regards to safety and regulatory compliance.
- Identifies that appropriate funds are in place for planned work.

- Tracks financial status of individual projects relative to available budget; assesses future financial needs and alerts Senior Staff to potential shortfalls.
- Ensures that projects are completed on time and on budget; manages changes in timelines, deliverables and budget as needed to meet scientific goals of project.
- Creates special documents for project reporting, grant agencies and scientific collaborators or specific reports as needed.
- Other related tasks as required.

QUALIFICATIONS

- B.S. in biology or related field, with at least 5 years relevant professional experience required.
- At least 1 year experience coordinating or conducting projects in translational science setting.
- Experience with customer or client relations preferred.
- Excellent oral, written, interpersonal and organizational skills required.
- Must have the ability to interact with an interdisciplinary group including patients, clinicians, data analysts, computer scientists, and laboratory biologists.

The focus of the *Plenge Lab* is to translate genetic discoveries to care of patients with common diseases, including autoimmune diseases such as rheumatoid arthritis (RA). This ambitious goal requires a multidisciplinary team of motivated individuals willing to work together to address critical scientific questions. To learn more, please visit <http://www.plengegen.com> or contact Robert Plenge (rplenge@partners.org or 617.525.4451).