



## **Job Title: Program Technician**

**SALARY - \$50,000**

**Email Resumes: [jobs@ndriresource.org](mailto:jobs@ndriresource.org)**

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### **Summary**

The Developmental Genotype-Tissue Expression (dGTE<sub>x</sub>; RFA-HD-21-008) project is a new, five year, NIH-supported initiative to establish a scientific research resource of gene expression patterns in multiple healthy reference neonatal, pediatric, and adolescent tissues. We are seeking a highly motivated individual that is looking to further advance their scientific career in a non-laboratory based position via leading the management of this groundbreaking NIH-supported initiative. For more information on the project please visit: <https://www.businesswire.com/news/home/20210930005626/en/12-Million-Developmental-Genotype-Tissue-Expression-Project-Award-Announcement>

Reporting to the dGTE<sub>x</sub> Program Manager, the dGTE<sub>x</sub> Program Technician is responsible for the day-to-day logistics and data collection/transfer activities for the program. He or she will interact with internal and external key stakeholders for the program on a daily basis to complete the logistics and data related tasks for the program, including assembling and maintaining materials needed for the development of dGTE<sub>x</sub> project details and recovery protocols. He or she will also be responsible for ordering components and supplies for recovery kits, assembling recovery kits in compliance with dGTE<sub>x</sub> Biospecimen Procurement Center's (BPC) Standard Operating Procedures (SOPs) and IATA, shipping kits to dGTE<sub>x</sub> Organ Procurement Organizations (OPOs), monitoring OPO supply and kit inventories, assembling donor data from OPOs for distribution to the dGTE<sub>x</sub> BPC and Laboratory Data Analysis Coordinating Center (LDACC).

### **Responsibilities**

1. Manage the day-to-day logistics, data collection/transfer and daily interactions with internal and external stakeholders.
2. Enter and maintain dGTE<sub>x</sub> project contacts and protocol criteria in Microsoft Dynamics and NDRI's electronic database, Rhythm.
3. Responsible for ordering and maintaining adequate inventory of components & supplies for recovery kits.
4. Responsible for assembling recovery kits in compliance with dGTE<sub>x</sub> BPC SOPs and IATA and ensure timely shipping of recovery kits to OPO's.
5. Monitor and maintain adequate inventory of supplies and kits for each OPO.
6. Distribute inventory of supplies and kits for each OPO.
7. Work closely with the 24/7 Fulfillment Department to monitor OPO screening and recovery, and shipping activities.

8. Compile, prepare, and distribute donor data from OPO's for distribution to dGTE<sub>x</sub> BPC and LDACC.
9. Coordinate shipment of samples from BPC OPOs to external dGTE<sub>x</sub> BPC biorepositories and shipment of samples from the dGTE<sub>x</sub> BPC to the LDACC.
10. Identify issues, opportunities for standardization and/or process improvements and communicate on a timely basis to appropriate management.

**SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING QUALIFICATIONS:**

- Results oriented individual who will take ownership for problem identification and resolution and seeing through to completion.
- Ability to function as a team player and carry through assigned tasks on time and within the scope of project parameters.
- Must be self-motivated, assertive, and able to prioritize multiple tasks in a fast paced, collaborative environment.

**Required Education and Experience**

- MS degree in Life Sciences; or BS degree in Life Sciences with 3 years of previous experience work in a healthcare/laboratory or biomedical setting.
- Detail-orientated individual with demonstrated experience utilizing SOPs and good laboratory practices.
- Knowledge of human anatomy and current biomedical research techniques.
- Experience with handling scientific or clinical data
- Knowledge of IATA compliance for packaging and shipping human biospecimens preferred
- Experience with project management processes or working on NIH-support grants and projects, preferred.
- Ability to lift boxes ~30 lbs. and bend or stand on a stool as necessary.

**Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 4:30 p.m. There is some travel or off-hours/ weekend work required. This position is support by an NIH grant (2021 to 2026) and is contingent on the continuation of this award.

**Benefits Offered**

- Health insurance through IBX (Medical, Vision & Dental (Cigna)) 25% Employee Contribution (after first 60 days of employment)
- FSA
- Life & LTD (100% paid by NDRI)
- Paid time off (Vacation, Sick, Personal)
- 12 Holidays
- 401(k) with 4% matching after one year of employment
- Flexible spending account

## **AAP/EEO Statement**

*NDRI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, NDRI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. NDRI expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status*

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.