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**For John C martin Centre for Liver Research and Innovations**

**Position: Administrative Officer**

**Job Description:**

This role is important in supporting academic administration, Coordinating academic activities as well as Project management by the scientists of the Institute, nodal governance for students and teaching programs within the Institute, the ensuring statutory compliance. Overall facilitation of smooth academic operations across the institution will be his/her primary role.

**Qualification:**

- Master's degree in science.
- Experience/knowledge in working/operating with analytical instruments and conducting analytical experiments.
- Knowledge and experience in using MS word, EXCEL, POWERPOINT slide preparation and good presentation skills
- Ability to prioritize tasks, manage multiple projects simultaneously and cooperate with all types of users
- Good communication skills, with the ability to effectively collaborate with faculty, research students and other users.
- Knowledge of laboratory safety protocols and regulations.
- Familiarity with laboratory budgeting and procurement processes.
- Strong attention to detail and ability to maintain lab records and documentation.
- MBA or an equivalent postgraduate degree will be given importance.

**Required Experience:**

3+ years of experience working in an administrative role within the education sector.

Experience of working with academics and students and dealing with frequent queries on various matters.

**Key Responsibilities:**

- Provide academic information to government bodies, ranking agencies, and internal departments as needed.
- Consolidate the curriculum for all programs annually.
- Perform any other tasks assigned by the HoD
- Manage day-to-day operations of the instruments in MURTI labs, log book entry, equipment function, its usage and sample collection.
- Coordinate with technicians and faculty-in-charge of instruments with respect to equipment operation, maintenance and safety practices.
- Maintain and troubleshoot analytical instruments, including performing routine maintenance and arranging for repairs as needed.

- Maintain laboratory documentation and records, including experimental data, equipment logs, and safety protocols.
- Ensure compliance with regulatory requirements and oversee laboratory inspections.

### **Position: Research assistant for the bio-bank**

#### **Job Description:**

A Bio Bank Research Assistant, operating under the guidance of a faculty investigator, independently supports the consultation, coordination, and initiation of biobanking activities across various projects.

#### **Specific Duties & Responsibilities**

- Assist with handling a variety of clinical/research specimens in extreme cold conditions including liquid nitrogen (-180 deg C), ultra-cold (-80 deg C), frozen (-20 deg C) and dry ice temperatures.
- Assist with development and implementation of coordinated BioBank efforts including physical inventory, retrievals, deposits, discards, relabeling, and major projects.
- Ensure all biospecimens remain within safe and acceptable temperature ranges as dictated by standard operating procedures, protocols, and policies.
- Perform regular quality tracking reports and present to the Quality Assurance Team.
- Maintain clinically accurate and compliant data records. Updating of database and documentation in Laboratory notebooks and the Inventory monitoring system (LIMS).
- Maintain and make minor adjustments to equipment, e.g. calibrating, alignment.
- Independently uses various software applications to assemble, manipulate and/or format data and/or reports. Carry out duties and responsibilities with limited supervision.
- Support and assist in plans and development for an Institutional Biorepository.
- Perform various clinical support techniques, from sera/ plasma and blood isolations, fibroblast establishment and lymphocytic cell line establishment.
- Assist in general maintenance of the laboratory and associated document tracking to support CAP quality assurance.
- Will cross-train in other divisions and perform miscellaneous related duties as assigned.
- Will be expected to function in an independent manner and participate in establishing new techniques/assays in the lab.

#### **Knowledge, Skills, & Abilities**

- Basic understanding of molecular biology, blood processing, and cell biology.
- Experience working with liquid nitrogen or cryogenic liquids.
- The job requires good physical fitness with duties including lifting racks up to 30 lbs from waist level to shoulder height.
- Requires the ability to safely operate scientific laboratory equipment.
- The job requires superior organizational skills for time and data management.
- Requires excellent communication skills and the ability to function well in a team production setting.

#### **Machines/equipment used**

- Liquid Nitrogen Cryogenic Freezers
- -80 deg C Ultra-cold Freezers

- Dry Ice
- CO2 incubators
- Laminar flow hood
- Centrifuge
- Microscope
- Cell counter
- Autoclave
- Computers etc.

### **Physical Requirements**

- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity to manipulate objects with fingers rather than with whole hand or arm.
- Communication skills using the spoken word.
- Ability to see and hear within normal parameters; lift up to 50 lbs (40lbs for women), carry, move supplies, computers, glassware, etc.
- Ability to move about workspace.

### **Minimum Qualifications**

- Bachelor's Degree in Biology, Chemistry or related field.
- One year laboratory experience performing relevant techniques.

### **Preferred Qualifications**

- Working with liquid nitrogen or cryogenic liquids.
- Experience working in a biobanking or biorepository setting.

### **Position: Executive Assistant**

#### **Job Description:**

Executive Assistant to the Director: Reporting directly to the Director, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Director. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

#### **Specific Duties & Responsibilities**

- Managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the director's schedule is followed and respected.
- Communicates directly with Board members, donors, Foundation staff, and others, on matters related to Director's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Directors, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the Director's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the Director to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the Director, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format. Senior Management Liaison • Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings
  - Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings
- Works with the Strategic Initiatives team in coordinating the Director's outreach activities
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.

### **Education and Experience Requirements**

- Bachelor's degree required
- Strong work tenure: Five years of experience supporting C-Level Executives, preferably in a non-profit organization
- Experience and interest in internal and external communications, partnership development, and fundraising
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

## For Indian Institute of Liver & Digestive Sciences

### Position: Clinical Nutritionist

#### Job description

A clinical nutritionist is a healthcare expert who evaluates the nutritional requirements of patients, formulates customized meal plans that take into account their medical conditions, offers personalized guidance on dietary modifications, and works in conjunction with other healthcare professionals to enhance the overall health of patients, with a particular emphasis on nutrition-related illnesses and conditions. Their main responsibility is to utilize nutritional science to enhance patient outcomes through specifically designed dietary strategies.

#### Specific Duties & Responsibilities

- Patient assessment:

Conduct comprehensive nutritional assessments by reviewing medical history, performing dietary analysis, and evaluating nutritional status through anthropometric measurements.

- Nutrition counseling:

Educate patients on the relationship between diet and their health conditions, providing personalized dietary guidance and counseling on healthy eating habits.

- Meal plan development:

Create individualized meal plans that align with patients' dietary restrictions, medical needs, and preferences, including portion sizes and food choices.

- Disease management:

Specialize in managing nutrition-related diseases like diabetes, cardiovascular disease, kidney disease, cancer, and gastrointestinal disorders by tailoring dietary interventions.

- Collaboration with healthcare team:

Work closely with physicians, nurses, and other healthcare professionals to coordinate patient care and ensure optimal nutrition management.

- Monitoring progress:

Regularly monitor patient progress by tracking dietary intake, weight, and relevant clinical markers, making adjustments to meal plans as needed.

- Group education:

Deliver nutrition education sessions to groups of patients on various topics like weight management, healthy food choices, and disease prevention.

- Research and stay updated:

Keep abreast of the latest research in nutrition science to incorporate evidence-based practices into patient care.

### **Education and Experience Requirements**

- Education: Bachelor's / Master's degree in dietetics, nutrition, or a related field.
- Registration: Certified as a Clinical Nutritionist.
- Clinical experience: Experience in clinical settings, such as hospitals, that is relevant for 5 years or more.

### **Key skills:**

- Excellent communication and interpersonal skills to effectively interact with patients and healthcare team members
- Strong analytical skills to interpret patient data and develop appropriate nutrition plans
- Ability to educate and counsel individuals on dietary changes
- Knowledge of medical terminology and disease processes
- Proficiency in using nutrition software and tools for dietary analysis
- Strong writing and documentation skills to maintain accurate patient records

### **Position: Communication Officer**

#### **Job description**

The Communication Officer will be tasked with formulating and implementing communication strategies across multiple platforms to enhance the visibility of the organization's activities and accomplishments. This role encompasses the preparation of press releases, oversight of social media initiatives, management of media relations, development of internal communications, and the preservation of a favorable public image through effective engagement with key stakeholders. The position demands exceptional written and verbal communication skills, proficiency in media relations, and strong project management capabilities.

#### **Specific Duties & Responsibilities**

- **Content Creation:**  
Prepare and refine press releases, website content, blog articles, social media posts, newsletters, and various other communication materials to effectively communicate essential messages.
- **Media Relations:**  
Establish and nurture connections with journalists, actively propose story ideas, and handle media inquiries.
- **Social Media Management:**  
Formulate and implement social media strategies, oversee online discussions, and interact with followers on multiple platforms.

- **Internal Communications:**  
Create and distribute internal communications like employee newsletters, announcements, and updates to keep staff informed.
- **Communication Strategy Development:**  
Design comprehensive communication plans aligned with organizational goals, including target audiences and key messages.
- **Event Management:**  
Coordinate and manage internal and external events, including press conferences and presentations.
- **Brand Management:**  
Ensure consistent messaging and brand identity across all communication channels.
- **Reporting and Analysis:**  
Monitor the performance of communication campaigns by utilizing analytics and metrics to assess their effectiveness.

#### **Key Skills:**

- **Excellent Communication Skills:** Strong written and verbal communication abilities to craft compelling content and effectively convey information.
- **Media Savvy:** Understanding of the media landscape and ability to work with journalists.
- **Social Media Expertise:** Proficiency in managing various social media platforms and understanding social media trends.
- **Project Management Skills:** Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- **Strategic Thinking:** Capability to develop and implement effective communication strategies.
- **Digital Literacy:** Proficiency in content management systems, design tools, and communication analytics platforms.

#### **Education and Experience Requirements**

- Bachelor's degree in Journalism, Communications, Public Relations, or a related field.
- Proven experience in a communications role, preferably within a relevant sector for 5 years.