Harvard University

Operations Director for Neuroimaging
Faculty of Arts and Sciences
52504BR

Job Summary

The Center for Brain Science Neuroimaging Facility seeks an experienced MR Technologist for the role of Operations Director. We are seeking an individual committed to advancing the Center’s mission of teaching, research and service in an academic, non-medical environment. This position offers opportunity to interact with diverse faculty and student users and subject populations.

Job Code
398058 Technical Manager

Job-Specific Responsibilities

The MRI Technologist performs a range of specialized and technical tasks and duties in providing assistance and instruction to facility users and in managing the operation of the MRI resources.

MR Scanning: Provide assistance to investigators in organizing and executing research studies and teaching activities, including collecting and retrieving data, operating ancillary experiment equipment, and operating the MR scanner for investigators who are unable to so; Perform safety screenings on research subjects, prepare subjects for entry into the MR environment and scanner, monitor safety and comfort of research subjects; Monitor data collection to ensure quality of imaging data; Archive and back-up data; Ensure research and teaching activities comply with safety protocols; Monitor human traffic flow around MR suites to prevent unauthorized entry and unsafe practices; Be available by phone some evenings and weekends to troubleshoot problems that arise.

Training: Instruct investigators and students on the safe and appropriate use of the MRI and related laboratory equipment; Implement an MR safety and operation training and qualification program for users. Ensure that all users successfully complete training and abide by Neuroimaging Facility policies and procedures. Maintain appropriate certification records; Provide orientation and training for new technologists.

Administration/Other: Oversee scheduling of the MR resources; Perform daily quality assurance and stability procedures on the MR scanner and ancillary equipment, maintain experiment related equipment; Interface with service, maintenance and equipment providers, procure supplies; Maintain records of subjects, scanner logs; Assure proper staffing levels; maintain compliance with regulatory and accreditation agencies; Prepare management reports for the Director.

Basic Qualifications

- B.S. degree and experience in the field of MR imaging
- Certified in Magnetic Resonance Imaging

**Additional Qualifications**
Experience conducting MRI research in a research oriented facility preferred. Excellent organizational, communication and interpersonal skills. Requires computer proficiency and the ability to think creatively to solve a host of technical and non-technical problems. Experience working with Siemens MR imagers a plus. A range of experience levels will be considered.

**Certificates and Licenses**
A.R.R.T certified in Magnetic Resonance Imaging

Adult/Child CPR/AED certified helpful but not required

**Job Function**
Technical

**Sub Unit**

**Location**
USA - MA - Cambridge

**Department**
Center for Brain Science

**Time Status**
Full-time

**Union**
00 - Non Union, Exempt or Temporary

**Salary Grade**
058

**Pre-Employment Screening**
Education, Identity, License/Cert.

**Schedule**
35 hours per week
**EEO Statement**
We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

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