

## **APPLICATION PROCESS**

Please send CV, writing sample and three letters of support to [sorger\\_admin@hms.harvard.edu](mailto:sorger_admin@hms.harvard.edu) with “*Science Writer*” in the subject line. Promising candidates will be contacted for a phone interview and in-person meetings with lab members. The LSP currently operates a hybrid work model with scientific staff on-site 3-5 days per week depending on job function (subject to change based on Harvard, Federal and State pandemic policy).

## **POSITION DESCRIPTION**

The Laboratory of Systems Pharmacology (LSP) at the Harvard Medical School is seeking a Science Writer to join an interactive and collaborative community of 150 scientists, engineers, and physicians working to advance fundamental understanding of disease and its treatment, and to translate this understanding into better patient care. The Science Writer will report to the LSP senior leadership team (including Director Professor Peter Sorger) and will work with a diverse community of scientists and engineers from multiple institutions as part of a highly collaborative team of a dozen professional data curators, program managers, and research scientists who form the nucleus of the LSPs science programs.

The LSP Science Writer will be responsible for assisting with scientific progress reports, proposals, and research manuscripts and will coordinate responses to media inquiries. Management of the workflows required for successful submission and revision of primary research papers, including deposition on pre-print archives (e.g. bioRxiv or medRxiv), will be a primary responsibility; the LSP is committed to open access publication and free dissemination of its papers and work products. The candidate will also work closely with the Training and Education fellow in the LSP to train students and postdocs in scientific writing.

This position is intended to have a substantial training component, but applications from experienced candidates are welcome. The candidate will be provided with multiple opportunities to interact with professional editors at major journals and travel to two science meetings per year. This includes the Cold Spring Harbor Laboratory *Scientific Writing Retreat*, membership in the Council of Science Editors (<https://www.councilscienceeditors.org/>) and in the Committee on Publication Ethics (COPE; <https://publicationethics.org/>). Additional training will be made available from the Life Science Editors (<https://www.lifescienceeditors.com/>). Extensive opportunities to participate in NIH/NCI consortium and planning meetings will be available. Training in scientific writing and editing will be provided and participation in the lab’s social media activities is a definite plus. Additional experience and training will be provided in scientific program management to interested individuals.

A PhD in a relevant physical or life science (ideally biochemistry, immunology or molecular, cellular or systems biology) is required for this position. The successful candidate is expected to bring exceptional technical writing and editing skills and rigorous scientific thinking to this position. The candidate should also be familiar with, or at least interested in, quantitative approaches to experimental cell and molecular biology (aka systems biology). An ideal candidate will have had two or more years of postdoctoral experience and a record of original publication, but recent graduates will be considered. The initial appointment will be for three years with the expectation of renewal assuming mutual interest and continued funding; a commitment of a minimum of two years to the position is expected.

## **RESPONSIBILITIES**

- Assist the LSP Director and scientific leadership in the preparation, revision and submission of research papers.

- Track the progress of individual papers through the increasingly complex process of revision, post acceptance corrections, and compliance with NIH policies on data deposition and the lab's commitment to open access publication.
- Participate in weekly subgroup and group meetings and other scientific discussions to learn about new and ongoing projects and their writing needs.
- Attend meetings of scientific program management staff and work with LSP members and collaborators to help keep the publication section of the lab's web site and other externally facing resources timely and accurate.
- Help prepare and edit scientific manuscripts, ensuring consistent style and approach throughout a publication; copy edit first submission and revisions of papers and grants.
- Review and/or copy edit materials for scientific presentations by the LSP Faculty Directors, Executive Director, and Research Director

### **QUALIFICATIONS AND SKILLS**

- PhD in biochemistry, immunology or molecular, cellular or systems biology, or related field and familiarity with, or strong interest in, quantitative approaches to experimental and computational biology. Individuals with a PhD in a physical science or chemistry will be considered if they have experience in molecular biology research.
- Superb writing skills; able to produce very clear text with outstanding diction, logical flow, and intellectual organization
- Ability to work independently and also as part of a large, diverse research group
- Intellectually flexible and able to drive deadline-driven projects, sometimes on short notice, to completion
- Strong organizational skills and the ability to coordinate work by numerous contributors and manage complex processes
- Two years minimum commitment to the position

### **COMPENSATION AND BENEFITS**

- Compensation for individuals new to science editing will be provided a salary approximately 50% above the HMS standard postdoctoral rate (<https://postdoc.hms.harvard.edu/guidelines>). For experienced editors, compensation and benefits will be consistent with those of other LSP Research Scientists and commensurate with experience.
- New laptop Mac or PC laptop with full suite of publication and productivity software
- Desk or office space in the LSP (Armenise or Warren Alpert Buildings on the HMS Quadrangle)
- Membership in the Council of Science Editors, COPE and additional opportunities for professional training
- Support to attend two conferences/scientific meetings per year and other scholarly activities