



IT Associate

Be somewhere, be authentic, share your passions, and create change. We are a collaborative workspace changing the face of biotech, and we need more than just scientists to innovate. Our team collaborates across disciplines, relying on our skills to add value to this unique culture, while positively impacting the successes of our community.

We're growing as fast as our resident companies which means we need your talents and experiences to help us thrive. Join our team in the position of IT Associate where you would be reporting to our IT Manager.

You'll be the best fit for this role if you have a bachelor's degree in computer science or information systems field and/or 1-3 years of experience in an IT role. Bonus points if you love removing viruses from machines as much as our scientists love eradicating them from the body!

What your day looks like:

Focus on providing Level 2 IT support

Enhance other infrastructure systems, like emails, security, firewalls, etc.

Resolve IT issues and keep all parties informed of solutions

Educate staff and implement IT policies and procedures

Liaise between the residents and our teams, ensuring prompt feedback and action

Learn the ins and outs of our systems

Some "you shoulds" that will enhance your day:

Love being part of a team while being capable of working independently

Build on relationships with vendors to expedite resolutions

Have strong time management, organization, and decision-making skills

Believe work and having fun can be synonymous

Enjoy continuously learning, and tackle whatever comes your way

What your first six months will look like:

Discover the five best ways we make our morning coffee, enrich our team, and find your place

Learn how to give the perfect tour

Continue to build your skills and set goals for personal and professional growth

Develop an understanding of the LabCentral Community and the amazing work being done here

Learn our systems and provide feedback on how we might do things better

A snapshot of our benefits:

Premium healthcare and dental package, yearly parking pass or MBTA coverage, long and short-term disability, life insurance, unlimited vacation, and 401(k) package.

Only complete applications will be reviewed. Applications are submitted at LabCentral.org and will include a resume/cover letter specifically discussing your interest in joining the LabCentral team.