



JOB DESCRIPTION

I. POSITION SUMMARY:

The Project Manager will be in charge of the development and characterization of stem cell, cell sheet research and the development/test of innovative anti-cancer drug for the treatment of rare diseases. This individual will work under the supervision of the Director of the Pre-Clinical Studies and will have an excellent opportunity to gain life sciences lab experiences in non-academic settings. This position is primarily located in the laboratory with occasional office work required.

DUTIES AND RESPONSIBILITIES:

- Assist, improve and develop standardized experimental protocols and carry out stem cell and anti-cancer drug related experiments under the direction of the Director of the Pre-Clinical Studies.
- Assist in developing protocols for *in vivo* studies including surgeries for cell sheet based and small molecule-based technologies.
- Develop biocompatible biomaterials for stem cells, and cell sheets transplantation on small animals.
- Perform lab techniques, including cell culture, sequencing, PCR, DNA, RNA extractions, Western blots, ELISA, sequencing, and other laboratory techniques.
- Participate and develop cell sheet evaluation using morphology, immunohistochemistry, and transparency measurements.
- Participate and conduct both *in vitro* and *in vivo* studies with the Emmaus pipeline technologies.
- Assist with researching and compiling information for reports and papers as needed.
- Carry out laboratory maintenance including cleaning equipment, ordering, and keeping an inventory of laboratory samples.
- Direct a working group in the laboratory.
- Perform other duties as designed.

SKILLS AND ABILITIES:

- Strong understanding of scientific concepts and biological processes.
- Familiarity with laboratory testing and data recording.
- Proven track record of ability to conduct research with strong attention to detail.
- Ability to work independently and collaboratively in a fast-paced environment and be flexible to change.
- Excellent oral and written communication skills, including effective scientific writing and presentation skills.
- Excellent skills in small animal surgeries, involving the implantation of biomaterials for cells and cell sheets transplantation

MINIMUM REQUIREMENTS:

- MS or PhD degree in the field of Life Sciences (e.g., Bioengineering, Chemistry, Biology, Genetics, etc.)
- 2-4 years of related work experience in a biological research laboratory required.
- Experiences in supervising laboratory assistants and managing a laboratory is a plus.
- 1-2 years' experience for *in vivo* studies (surgeries and care of small animals) studies is mandatory (xenotransplantation and oncology is a plus).

II. COMPLEXITY OF WORK:

Requires good verbal and written communication skills, tact, accuracy, and the ability to prioritize work and work well under extreme pressure. Ability to work independently and interface with various levels of administration and management. Must maintain all levels of confidentiality and have a professional, positive attitude towards the job. The results obtained in the laboratory will be presented at international conferences (e.g International Society for Stem Cell Research, American Society of Hematology, Cryobiology, etc.), the work will be published in peer-review journals and conferences.

III. SUPERVISION OF OTHERS:

The Project Manager will supervise the research assistants .

IV. RESPONSIBILITY FOR CONFIDENTIAL INFORMATION:

The majority of information processed by the Project Manager is extremely confidential and requires utmost discretion in handling. In addition, the Project Manager is often referred unusual and sensitive requests for information, which may involve other office staff. The Project Manager is required to keep this information confidential and not discuss it with the other staff members in the office.

V. UNUSUAL JOB REQUIREMENTS:

May be required to perform other duties as appropriate to the needs of Emmaus Medical that are not listed and in addition to this job description.