

# Sample Data Associate

Job ID  
REQ-10040648  
Mar 11, 2025  
USA

## Summary

#LI-Onsite

About the role:

This position will provide sample data management and project support for Oncology Pathology Biomarkers (OPB). Major functions include centralizing sample registration, standardizing metadata terminology, and organizing data generated by OPB. Ensure the accuracy and integrity of sample data registered in Oncology Pathology Biomarkers (OPB), thereby supporting reliable data analysis and research outcomes for the group.

## About the Role

### Key Responsibilities

- Register all human tissue, xenograft, cell, and liquid samples received by OPB following FAIR (findable, accessible, interoperable, reusable) data principles, compliance requirements, and Novartis guidelines
- Data management activities: search LIMS for available samples, organize OPB generated data, and improve transfer of metadata between systems
- Maintain OPB database: upload new sample data, update existing sample records with standardized terminology
- Sample management: ship/receive samples, create requests with vendors for new tissue samples, maintain physical inventory of FFPE/frozen tissue/stained slides
- OPB project support: transfer data to/from external collaborators and centralize results from outsourced studies
- Lab activities: monitor histology equipment, resolve lab safety findings, and update lab protocols/SOPs
- Research activities based on interest and need: basic histology, cell culture, western blots, image analysis
- Other responsibilities may include monitoring lab equipment, managing the physical inventory, and routine histology lab work

### Essential Requirements

- This position will be located at the Cambridge, MA site and will not have the ability to be located remotely. This position will not require travel.
- MS or BS/BA in the Biological Sciences, Computer Sciences, Pathologists' Assistant, or related field
- 2+ years of laboratory experience in a medical, academic, or industry lab
- Prior experience registering sample data in LIMS and searching databases
- Proficiency working with data tables in Excel and the ability to learn new software programs

## Desirable Requirements

- Ability to adapt to new software programs or experience performing SQL queries
- Experience handling human tissue samples and working with histology equipment

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**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$77,000 - \$143,000 / year. While salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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Division

Biomedical Research

Business Unit

Universal Hierarchy Node

Location

USA

State

Massachusetts

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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