



## JOB LISTING

P.O. Box 86228, Los Angeles CA 90086  
Phone: (323) 342-7120 FAX: (323) 342-7127 email: [jobs@doheny.org](mailto:jobs@doheny.org)  
Equal Opportunity Employer  
August 29th, 2019

### MANAGEMENT

*No open positions at this time.*

### ADMINISTRATIVE/SECRETARIAL/OTHER

*No open positions at this time.*

### RESEARCH

#### **OCULAR DISEASE EVALUATOR I**

*Doheny Image Reading Center (DIRC) – Non-Exempt - \$39,000-\$42,000/year*

**Full-time.** Serves as Junior Grader on DIRC projects. Evaluates digital ophthalmic images on a computer screen and identifies/characterizes ophthalmic features and pathologies in support of medical research activities. Successfully completes DIRC's Grader Training program. Understands and adheres to all Standard Operating Procedures and protocols in the performance of job duties. Contributes to quality improvement efforts by substantially assisting with revisions to grading and imaging protocols as assigned. High school or GED required. Bachelor's degree strongly preferred; college level math and basic science preferred. Two – three years of progressively responsible work experience, preferable in research or medical setting. Knowledge of clinical trials helpful.

#### **QUALITY ASSURANCE SPECIALIST**

*Doheny Image Reading Center (DIRC) – Non-Exempt 6 - \$45,000 - \$55,000/year*

**Full-time.** In collaboration with the Quality Assurance Manager, develops, improves and implements all aspects of the DIRC quality assurance program. Works independently to substantially contribute to, improve, oversee, and implement quality initiatives within the DIRC. Develops and conducts quality related training programs. Contributes substantially to process and software validations. Coordinates and manages the NC and CAPA process within the DIRC. Develops and maintains NC and CAPA tracking database for following through on corrective/preventive actions. Determines appropriate corrective actions to remediate the effects of deficiencies. Determines appropriate preventive actions to minimize the risk of future occurrences. Follows up with necessary staff to ensure that NC and CAPAs are followed through and closed out. Generates status reports from tracking database; provides updates to management. Provides support of, and input into, the validation of systems and processes used in the grading process. Identifies systems/processes requiring validation and reviews protocols. Works with the Quality Assurance Manager to prioritize quality improvement initiatives within the DIRC. Works with team members from various functional areas to establish / enhance systems, tools, training, documentation, and other vital elements supporting DIRC's operations. Bachelor's Degree required. 3-5 years' experience working in a clinical research setting preferred or equivalent. 1-2 years' experience of QA or equivalent preferred. Experience with Lean and Six Sigma preferred. Auditing experience or Certified Quality Auditor preferred.

#### **RESEARCH ASSOCIATE (Post-doctoral)**

*Research – Exempt 0 -- \$42,000 - \$60,000/year*

**Full-time.** Collaborate with principal investigator and other researchers to plan, design, and conduct highly technical and complex research projects. Analyze research data and provide interpretations. Contributes to the development of research documentation for publications. Supervise doctoral students, medical students and postdoctoral fellows and employees engaged in laboratory technical services on a regular project basis. Plan and conduct highly technical and complex research projects, procedures, and analyses under the supervision of principal investigator. Assist principal investigator and postdoctoral associate of the laboratory in the supervision of doctoral students and medical students in procedures, techniques, and use of equipment as needed. Arrange and evaluate research data. Maintain accurate records. Prepare technical reports and papers. Collaborate with principal investigator and other research personnel to plan and design experiment. Advise on methods for improving experiment results. Review progress and discuss with principal investigators. PhD in science required. Minimum of 2-5 year related research tech.

*Doheny Eye Institute is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.*



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### **RESEARCH FELLOW**

*Neuro-Ophthalmology – Exempt 0 -- \$35,100 - \$46,476/year*

**Full-time.** Support Optic Nerve study research/laboratory activities conducted at Doheny. Provides general laboratory assistance to support research activities. Conducts research experiments in accordance with clinical research, laboratory and safety protocols. Performs assignments that are non-routine and vary in complexity with general direction. Compiles data and computes results for a variety of research procedures, tests and techniques. Conduct experiments and data accumulation including: OCT, OCTA, HVF and electrophysiological data. And compare these studies in various cohorts or disease most particularly, Alzheimer's Disease, Parkinson's Disease, Mitochondrial Diseases, analyze this data and incorporate statistical analysis, present these results at national meetings, write this work for peer-review publications in suitable journals. MD or Ph.D. required. Foreign or US. 3-5 years research experience in related optic nerve research. Knowledge of neuro-ophthalmology and a track record of research in optic neuropathies and, preferably degenerative neurological disease.

### **RESEARCH FELLOW (Post-doctoral)**

*Retina – Exempt 0 -- \$33,280 - \$40,000/year*

**Full-time.** Support research/laboratory activities conducted at Doheny research laboratory. Provides general laboratory assistance to support research activities. Conducts research experiments in accordance with laboratory and safety protocols. Performs assignments that are non-routine and vary in complexity with general direction. Compiles data and computes results for a variety of research procedures, tests and techniques. M.D. or Ph.D. required with 3 -5 years research experience in related field or specialty.

### **RESEARCH GRADING SPECIALIST I**

*DIRRL – Non-Exempt 6 -- \$40,000 - \$42,000/year*

**Full-time.** Serves as Junior Grader on DIRRL projects. Evaluates digital ophthalmic images on a computer screen and identifies/characterizes ophthalmic features and pathologies in support of medical research activities. Successfully completes DIRC and DIRRL's Grader Training program. Understands and adheres to all Standard Operating Procedures and protocols in the performance of job duties. Contributes to quality improvement efforts by substantially assisting with revisions to grading and imaging protocols as assigned. Also performs miscellaneous tasks in support of DIRRL studies and operations. High School diploma required. Bachelor's Degree strongly preferred. 2-3 years of progressively responsible work experience, preferably in a research or medical setting. Interest in medical research a must. Knowledge of clinical trials helpful, such as completion of a Clinical Research Associate training course or relevant work experience. Interest or experience in photography or the visual arts a plus.

## **FINANCE/DEVELOPMENT/INFORMATION SYSTEMS**

*No open positions at this time.*

## **FACILITIES MANAGEMENT**

*No open positions at this time.*

## **INTEGRATED TECHNOLOGY SERVICES**

*No open positions at this time.*