ADMINISTRATIVE/SPECIALIST/OTHER

ADMINISTRATIVE ASSISTANT  Executive Office  Non-Exempt 7 – $18.27-$24.04/hour

Full-time. Performs a variety of administrative and clerical duties for Doheny Administration. Works closely with support staff in Administration to ensure department coverage and tasks are completed in a timely manner. Provide general office and back-up support to assist the Executive Assistant(s) to Doheny’s President and Executive Director with workload, office operations and projects, calendar, travel, other special events, and providing overall administrative support to department. Performs a variety of clerical duties, e.g., photocopying, collating, filing, distribution of communications, delivery and pickup of mail and business materials on behalf of department to affiliate organizations as needed. Types and proofs correspondence, memos, reports. Answers and screens incoming calls and visitors, determining what contact or action is required for satisfactorily disposition. Assist callers with resolving problems, often coordinating resolution with other Doheny departments and affiliates. Three (3) to five (5) years in an administrative capacity. High school degree or GED required. College degree preferred.

IMAGING & PROJECT SPECIALIST I  Doheny Image Reading Center (DIRC)  Non-Exempt 7 – $20.51-$25.64/hour

Full-time. Provide a broad range of study support to the DIRC operational teams, including (but not limited to) Manager, Ophthalmic Imaging, and Project Managers of assigned studies. This position requires strong attention to detail and the ability to follow through on a large number of details on an ongoing basis. Responsible for the review and processing of images from clinical sites. Interacts directly with the clinical sites to identify and resolve problems related to a site’s imaging or submissions. Assist in providing training to sponsor and clinical site personnel. Two to three years of progressively responsible work experience in an office environment, preferably in a research or laboratory environment. High School Diploma required. Bachelor’s degree preferred. Combined experience/education as substitute for minimum education.

OCULAR DISEASE EVALUATOR I  Doheny Image Reading Center (DIRC)  Non-Exempt 7 – $20.00-$21.54/hour

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. Bachelor’s degree required.

OPERATIONS MANAGER  DIRC  Exempt 10 – $41.00-$46.15/hour

Part-time. The DIRC Operations Manager provides support to DIRC to ensure day-to-day operations run efficiently. Communicates and collaborates among various team members, leadership, and other departments. Serves as Operations Authority and Process Owner for various DIRC Quality Management System (QMS) programs. Serves as Operations Authority reviewer and approver for programs. Five years of progressive management experience preferred but not required. Knowledge of clinical trials strongly preferred (such as completion of Clinical Research Associate training course or related clinical trial project experience). Bachelor’s degree required or combined education.

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.

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.
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.

**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 FELLOW**

*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. Master’s Degree in related field (biomedical/chemical engineering) required with 3 -5 years research experience in related field or specialty.

**PROJECT MANAGER (2)**

*Doheny Image Reading Center (DIRC) –Exempt - $60,000-$70,000/year*

**Full-time.** Manages assigned clinical studies and serve as direct contact with DIRC’s clients and study auditors. Responsible for study setup, execution and archival (i.e., start-to-finish oversight). Provides ongoing direction to DIRC staff in the performance of study-related tasks, delegates study-related tasks to the appropriate staff, and resolves any problems/issues specific to assigned studies. Forms and maintains favorable working relationships with DIRC clients and serves as the principal point of contact for sponsors/clients on assigned studies. Performs a variety of supervisory functions for DIRC staff under minimal supervision of the Associate Director. Executes and/or oversees all study startup activities for studies assigned. Bachelor’s degree required. 5 years project management experience. 1-2 years’ experience in the administration or coordination of clinical research. Prior supervisory experience preferred. Above-average writing and editing skills.

**FINANCE/DEVELOPMENT**

No open positions currently.

**MANAGEMENT**

No open positions currently.
No open positions currently.

INTEGRATED TECHNOLOGY SERVICES

No open positions currently.