**JOB LISTING**

Doheny Image Reading Center (DIRC) – Exempt 10 - $75,000-$90,000/year

**ASSOCIATE DIRECTOR OR DIRECTOR, PLANNED GIVING**

**Full-time.** Reporting to the Chief Development Officer, position will administer the day-to-day operations of the Planned and Annual Giving programs of the Doheny Eye Institute. Works with Executive Director, Chief Development Officer, Development team, lead volunteers, and faculty to identify, cultivate, and solicit planned giving prospects. Manages all planned giving administrative functions and publications. Designs and executes a multi-year planned giving campaign strategy—including marketing strategies, and setting annual qualitative and quantitative goals, objectives, and key accountabilities. Manages a portfolio of 100+ high-capacity planned gift and major gift prospects. Prepares charitable gift illustrations. Also responsible for managing the annual giving program, including identifying donors and soliciting prospects, as well as creating direct mail collateral. **Associate Director Requirements:** Bachelor’s degree required. 6 – 8 years’ experience soliciting individual donors. Combined experience/education may be used as substitute for minimum education. Planned Giving experience strongly preferred. Annual giving experience preferred. Supervisor experience preferred. Direct mail experience preferred. **Director level requirements:** Ten (10) years progressive related experience required, with 5 – 7 years of this experience in planned giving highly preferred. In-depth knowledge of estate planning, tax laws, wills, trusts, etc. Supervisor experience required. Level will be determined by education and experience.

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**RESEARCH**

**CLINICAL PROGRAM MANAGER**

**Full-time.** Responsible for supervising the Project Management (PM) team. Oversees the management of all clinical studies and serve as support/escalation contact for DIRC’s clients and study auditors. Serves as subject matter expert and Process Owner for project management related activities. Serves as Process Owner (and subject matter expert) for Project Management and Operational related procedures. Two to four years of progressively responsible work experience in the administration or coordination or clinical research. Four to six years of project management or equivalent experience. Bachelor’s degree required. Combined experience/education as substitute for minimum education.

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**IMAGING & PROJECT SPECIALIST I (On Hold)**

**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 many 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. Assists 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.

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**OCULAR DISEASE EVALUATOR I**

**Doheny Image Reading Center (DIRC) – Non-Exempt - $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.

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**OCULAR DISEASE EVALUATOR II**

**Doheny Image Reading Center (DIRC) – Non-Exempt 7 - $21.54-$23.08/hour**

**Full-time.** Serves as Ocular Disease Evaluator (ODE) on DIRC projects. Evaluating digital ophthalmic images on a computer screen and identifying/characterizing ophthalmic features and pathologies in support of medical research. Maintains DIRC certification in one or more Disease Section of DIRC’s Evaluator 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. Trains related activities.

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and mentors ODE I’s. Performs miscellaneous tasks in support of DIRC studies and operations. High school or GED required. Bachelor’s degree strongly preferred. Satisfactory knowledge of the clinical trials process, such as completion of a Clinical Research Associate training course or relevant work experience (serving as a junior ODE in the DIRC satisfies this requirement). Strong knowledge of DIRC SOPs relevant to grading process.

**OCULAR DISEASE EVALUATION MANAGER**

**Full-time.** Provides a broad range of support to the DIRC ADO including staffing oversight, resourcing, and deadline management. Oversees and provides daily direction, communication, training, and oversight to the team of Ocular Evaluators and Coordinators to ensure efficient productivity. Integral part of the recruitment process. Learns, understands, and consistently follows DIRC grading protocols. Adheres to the DIRC SOPs in the process of grading, routing of cases, and adjudication. Monitors DIRC grading workflow to ensure adequate productivity and timely completion of cases. Notifies project manager(s) of delays or problems which may affect turnaround times or deadlines. Oversees ODE training, and ODE training program development/enhancement. Bachelor’s degree required. Combined education and experience may be used as substitute for minimum education. Five years of administrative and/or project management experience preferred. 1-2 years’ experience in the administration or coordination of clinical research. Prior supervisory experience preferred. 3-5 years of ophthalmic reading center experience. High level of proficiency in Microsoft Word; minimum of intermediate proficiency for Excel, Outlook. Superb critical thinking skills.

**OPERATIONS MANAGER (On Hold)**

**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.

**QUALITY ASSURANCE MANAGER**

**Full-time.** Responsible for Quality assurance reviews covering areas such as documentation, materials, supplies, testing, processes, systems and services provided. In coordination and conjunction with the Regulatory Compliance group and the Operations group, review and assess and provide discretion for the issuance of Quality related CAPAs and follow-up of open Quality related CAPAs to insure expedient resolution and closure. Provide systematic approach to monitoring, managing required documentation and clinical trial materials. Develop ongoing metrics for tracking quality defects globally throughout the reading center. Develop and oversee a continual monitoring program, feedback loop and process improvement. Provide guidance on quality assurance procedures, standards, and their interpretation. Provide guidance on proper implementation and proper documentation to department personnel, other staff, and/or clients. Provide guidance in the development of Standard Operating Procedures (SOP) relating directly or indirectly to Quality Assurance to ensure operations achieve the needed velocity and are in compliance with regulations and policies and procedures. Work closely with clients and DIRC staff to assure that study parameters are met. Review and analyze work to verify and ensure that necessary policies and procedures have been followed and/or steps have been performed properly. Stay up-to-date with the latest developments in compliance, in particular as relates to the company. Perform all tasks in a safe manner in compliance with company safety policies and according to applicable regulations. Requirements: Bachelor’s Degree in Biomedical Science or related + 2 years of experience in quality management, assurance, and compliance of clinical programs, use of scientific computer programs for data analysis, such as Inc Imaris and Bitplane and as a Quality Assurance/Improvement Specialist or related field.

**QUALITY CONTROL COORDINATOR I**

**Full-time (November 2020 – June 2021).** Perform QC review of source documents for completeness, consistency, and adherence to internal and external policies on Good Clinical Practice (GDP) and Good documentation Practices (GDP). Coordinate closely with individual staff members and groups to communicate negative findings/errors derived from processing of cases and educate staff on proper procedure. Under the general supervision of the Quality Assurance Manager, assist with audit preparation and other tasks as assigned. High school or GED required AA or BA preferred. Experience working in a clinical research environment or quality control function. Excellent written and verbal communication skills.

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JOB LISTING

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

February 10, 2021

PROJECT MANAGER (2)
Doheny Image Reading Center (DIRC) – Exempt 10 - $65,000-$75,000/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.

RESEARCH ASSOCIATE
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.

RESEARCH FELLOW (On Hold)
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 INTERN (2)
Retina – Non-Exempt -- $15.00 - $18.00/hour
Part-time. Specifically support the automated image conversion and layer segmentation for the R01 grant “Functionally Validated Structural Endpoints for Early AMD” with the University of Alabama (UAB). Design and implement code for converting 3D OCTOS images to generic 2D images. Collaborate with colleague to run, debug, and refine the retinal layer segmentation algorithm developed with Matlab with GPU Cuda environment for the UAB data. Design and implement code for converting the segmented retinal layer from text (txt) files to 3D OCTOS annotation files. High school or GED required. College degree preferred in related field (computer science, engineering, physics) with strong software programming experience. Background and experience in machine learning, deep learning, and computer vision a must.

ADMINISTRATIVE/SECRETARIAL/OTHER

No open positions currently.

FINANCE

No open positions currently.

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FACILITIES MANAGEMENT

No open positions currently.

INTEGRATED TECHNOLOGY SERVICES

No open positions currently.