



DOHENY
EYE INSTITUTE

JOB LISTING

1450 SAN PABLO STREET, LOS ANGELES, CA 90033

Phone: (323) 442-7120 FAX: (323) 442-7127 email: jobs@doheny.org

Equal Opportunity Employer

04/23/2012

MANAGEMENT

There are no management positions available at this time.

CLINICAL

Please visit jobs@usc for available clinical positions.

ADMINISTRATIVE/SECRETARIAL/ OTHER

There are no administrative positions available at this time.

FINANCE/INFORMATION SYSTEMS

There are no Finance/Information Systems positions available at this time.

RESEARCH / FACILITIES / SECURITY

HOUSEKEEPER

Facilities Management – Non-Exempt 4 -- \$8.90 - \$13.50/hour

Full-time – on HOLD. Provide housekeeping services to Doheny Eye Institute facilities. Perform day-to-day housekeeping functions as assigned to assure that the facility is maintained in a clean, safe, and comfortable manner. Clean/polish furnishings, fixtures, ledges, etc. Clean and sanitize restroom fixtures, hardware, partitions, floors. Clean windows/mirrors in bathrooms and entrance/exit ways. Clean floors, to include sweeping, dusting, damp/wet mopping, stripping, waxing, buffing as scheduled. High School degree or GED required. 0 – 1 year previous experience, willing to train. Must be able to move intermittently throughout the workday. Sits, stands, bends, lefts and moves intermittently during the working hours.

OPHTHALMIC IMAGE GRADING SPECIALIST I

Doheny Image Reading Center (DIRC) –Non Exempt 6 -- \$15.50 - \$22.00/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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PROJECT MANAGER (Study Coordinator III)

Doheny Image Reading Center (DIRC) – Exempt 9 -- \$48,000 - \$55,000

Full-time. Manages 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 the general supervision of the Administrative Director. Bachelor's degree required with 5 years project management experience, 1 -2 years in the administration or coordination of clinical research. Prior supervisory experience highly preferred, above-average writing and editing skills, high level of proficiency in Microsoft Word, minimum or intermediate proficiency in Excel and Outlook. Critical thinking and above average organizational skills.

RESEARCH ASSOCIATE (Post-doctoral)

Deming Sun, MD Lab – Exempt 0 -- \$38,000 - \$45,000/year

Full-time. Design and conduct experiments (biological, immunological, molecular biological) per established research laboratory and experiment protocols. M.D. or Ph.D. required in biological sciences. Ph.D. preferred. Minimum five – seven years related laboratory work experience required.

RESEARCH ENGINEER/PROGRAMMER

Retina Exempt 10 -- \$50,000 - \$65,000/year

Full-time. Develop efficient mathematical systems and design new image processing algorithms to solve complex imaging problems. Develop and implement distributable computer code to perform advanced image analysis. Develop and implement tools to facilitate annotation and manipulation of images by other users. Use and apply these techniques for the development of robust, documented programs and tools which can be used by the Doheny Image Reading Center. Computer science degree required. MS or PhD preferred. Engineering, physics or mathematics degree acceptable with extensive programming background and experience. Interest and experience in image processing algorithms preferred. Competency in Programming languages, especially C and C++ but also including Visual Basic and HTML, XML in a Windows and/or Unix environment. Ability to process information logically; to design programs and systems logic; to prepare program specifications; to code, test and debug computer programs; to interpret technical information relating to computer programming and other areas of data processing; to perform mathematical calculations; and to communicate effectively.

RESEARCH FELLOW (Post-doctoral)

Retina – Exempt 0 -- \$33,280 - \$35,000/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.

STUDY COORDINATOR I or II

Doheny Image Reading Center (DIRC) – Non-Exempt 7 -- \$15.50 - \$22.00/hour

Full-time. Provide broad range of study support to the DIRC. This position requires very strong attention to detail and the ability to follow through on a large number of details on an ongoing basis. Like the SC-I, the SC-II position is primarily responsible for receiving and verifying image materials received at the DIRC, creating and maintaining detailed study documentation, and serving as a primary point of contact between the DIRC and clinical investigator sites. However the SC-II is expected to function at a higher level than the SC-I, by virtue of one or more of the following: (1) possessing a more in-depth knowledge of DIRC's protocols and/or processes, (2) having more relevant experience and/or education directly applicable to the job functions. This position also provides a wide variety of study support and assists the operations manager on special projects of a more complex nature than those typically undertaken by the SC-I. High school diploma required. Bachelor's degree preferred with two-to-three years of progressively responsible work experience in an office environment, preferably in a research or laboratory environment. Proficient in the use of Microsoft Word, Excel, and Outlook. Strong organizational skills and strong attention to detail.