Founded in 1898, Joslin Diabetes Center is the world's leading diabetes clinical care, research, and education institution. A nonprofit academic medical center affiliated with Harvard Medical School and headquartered in Boston, MA, Joslin is dedicated to improving the lives of people with diabetes and finding a cure for this disease that affects 1 in 10 Americans.

Joslin Diabetes Center is a one-of-a-kind institution on the front lines of the world epidemic of diabetes and has helped revolutionize the diagnosis, treatment, and prevention of diabetes worldwide - leading the battle to conquer diabetes in all of its forms. At Joslin, the world's best researchers, clinicians and staff prevent, treat and strive to cure diabetes and its complications. Their efforts improve the lives of people with diabetes and offer the greatest hope for a cure.

OUR VISION: A world free of diabetes and its complications.

OUR MISSION: To prevent, treat and cure diabetes.

If you are interested in one of the open positions below, you are invited to apply directly on line through www.joslin.org
ADMINISTRATION

R2774-16 Application Systems Analyst II (IT dept.)

Under moderate supervision, the Application Systems Analyst II is responsible for supporting and administering enterprise financial applications, related applications and databases, web sites, reports and other systems components (either purchased or custom built).

S/he acts as a subject matter expert for all financial systems helping to assess business issues, creating and maintaining interfaces and data extracts, providing support for system administration, workflow management, application security, and system configuration.

To achieve these responsibilities, s/he would collaborate extensively with other technical development team members, end users & end user administrators, technical operations, external vendors, and others.

Qualifications:
- Bachelor’s Degree in Computer Science, Accounting or related field, or equivalent experience
- Minimum 3 years of programming and/or application development experience
- Experience with general-purpose programming languages, technologies, and tools such as MS .NET, MS SQL Server, SharePoint 2013, and Visual Studio.
- Experience with commonly used reporting tools, such as: SSRS Reporting and Crystal Reports.
- Experience with Software Development Life Cycle and project management tools
- Experience implementing, administering and enhancing commercial ERP systems – Infinium, Lawson or similar ERP (cloud experience a plus) preferred
- Minimum 2 years of experience with Purchasing / Procurement systems (Maintenance/Development) preferred
- Minimum 3 years systems administration experience (installing software, patching, testing, fixes, applications security, accounts provisioning) preferred
- Demonstrated overall breadth and variety of technology expertise
- Time management, attention to detail, strong interpersonal and communications skills (oral and written), presentation, and organizational skills - with a focus on superior customer support are a must.
- Ability to perform effectively under tight deadlines to meet corporate and regulatory needs
- Ability to organize, analyze, and carry out detailed written and/or verbal instructions; with the ability to multitask and work effectively in a fast paced and changing environment while possessing the initiative to overcome obstacles and get the job done
- Experience with Joslin specific books of business and understanding of basic accounting principles for each: healthcare, research and grant reporting and commercialized ventures preferred

R2782-16 Development Systems and Services Manager

The Manager of Development Systems and Services is responsible for overseeing the processing of donations and tax receipts, web and lockbox gifts, data integrity and producing reports. Additionally, she/he will act as the primary liaison with the Joslin Accounting Staff, ensuring that the Raiser's Edge database reconciles and balances with the General Ledger. The Manager of Development Systems and Services will be the point person for the direct mail program, ensuring deadlines are met and data is analyzed to ensure effectiveness of the program. He/she will implement a process and procedures manual that will act as the strategic plan for data management of the Raiser’s Edge fundraising system. She/he plans for peak volume and hires temporary staff as needed ensuring all gifts are processed and acknowledged according to standards established. Additionally, working with the Director of Communications, assist in website creation and management for signature events.

Qualifications:
- Bachelor’s Degree
- A minimum of 5-7 years development experience, with at least 5 years of experience working with relational databases. Experience with Microsoft Office Applications and Raiser's Edge Experience with Blackbaud’s Luminate Online CMS and Omatic Software Programs preferred.
- A minimum of 5 years of management experience.
- Aptitude for working with computers and software programs.
- Ability to initiate and organize work, establishes priorities in a time sensitive environment, and meets deadlines

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with attention to detail and quality.

- Strong interpersonal skills and excellent verbal, written communication and problem solving skills.

**R2763-16 Director, Foundation Relations**

Reporting to the Chief Development Officer, the Director of Foundation Relations will serve as a senior member of the Development Team. S/he will be responsible for planning and directing fund-raising strategies to secure annual and multi-year gifts and grants and to ensure, through exemplary stewardship, long-term relationships with foundation donors. The Director will work closely with senior administration and faculty. S/he will have access to volunteer leadership and physicians to identify prospective foundation donors and implement solicitation and cultivation strategies, including proposal submission and report preparation.

**Qualifications:**

- Bachelor’s degree
- A minimum of 10 years of fundraising experience, with at least 5 years of direct responsibility for foundation/corporate foundation giving
- Proven successful project management skills and experience
- Demonstrated ability to creatively build and sustain innovative programs in collaboration with physicians and researchers
- Demonstrated success in soliciting $100,000+ in foundation/corporate foundation gifts
- Superior written and verbal communication skills
- An entrepreneurial spirit, and ability to make an impact in a fast-paced, team oriented environment
- Interest and motivation to proactively build and sustain relationships with top foundations
- Appreciation and commitment to the mission of Joslin Diabetes Center

**R2768-16 Director, Leadership Giving**

Under the direction of the Senior Director of Major and Planned Giving, the Director of Leadership Giving will serve as the manager for the Elliott P. Joslin Society program and the development of a pipeline of midlevel, or leadership gift donors. This includes setting direction and messaging for EPJ Society stewardship and events, solicitation letters, marketing collateral and overall branding of the leadership giving program.

The Director of Leadership Giving, under the supervision of the Senior Director of Major and Planned Giving, will lead and coordinate the solicitation process of all EPJ prospects and donors. In this process, s/he will also work strategically with the entire Development team, Joslin faculty, and key volunteers.

Additionally, the Director of Leadership Giving will manage a portfolio of 125-150 active individual donors and solicit them for gifts of $1,000 to $24,999. The Director of Leadership Giving will be responsible for the annual stewardship, renewal, and upgrade of these donors. S/he will be expected to develop effective solicitation strategies while guiding them through the moves management cycle. S/he will also be expected to identify, engage, cultivate, and successfully solicit a population of prospects who have the means and interest to make annual gifts at this level or higher.

**Qualifications:**

- Bachelor’s Degree in Communications, Public Relations, Marketing, Business or other relevant fields, or equivalent work experience.
- A minimum of 7 years of annual or leadership gift fundraising experience.
- Demonstrated success in soliciting $1,000+ annual gifts, face-to-face solicitation experience preferred.
- Ability to write concise, logical, grammatically correct proposals and acknowledgments to maintain donor relationships and solicit major gifts.
- Ability to individually inform and engage prospects and donors as part of Moves Management cycle
- Ability for some travel to visit donors and prospects required

**R2766-16 Executive Assistant**

The Executive Assistant is a high visibility position in a fast-paced environment managing the administrative operations for the President/CEO, CFO/COO, and General Counsel, as well as providing administrative and executive assistance to Governing Board of Trustees and Trustee Committees. Responsible for providing administrative, organizational and executive assistance using discretion and independent judgment. Must handle internal and external information in a confidential manner and be able to work under pressure in a professional manner.

**Qualifications:**

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Prospect Research Manager

Reporting directly to the Senior Director of Major and Planned Giving, the Prospect Researcher Manager’s primary duties are to identify new potential funding sources, maintain active portfolios of donors for gift officers, prepare confidential research profiles and materials on donors and prospects and other projects in support of the fundraising activities of Joslin’s Development Department.

Qualifications:
- Bachelor’s degree
- Minimum of 3 years research experience required, preferably in Development. Legal/financial research may serve as an appropriate substitute.
- Research and writing skills
- Working knowledge of Microsoft Office applications
- Familiarity with business, wealth and relationship databases such as Lexis/Nexis, Dialog, Dun & Bradstreet and Raiser’s Edge.
- Must have the judgement and ability to understand and adhere to strict confidentiality practices.

Research/Grant Accountant (Research Finance)

Reporting to the Director, Research Finance & Operations, the Research Accountant (Financial Services department), is the first point of contact for key customer, Joslin’s Research Division.

In this role you will maintain data quality in the Center’s financial/information systems to support research activities and provide financial analysis/support for Research Administrators, and Research Faculty. You would also ensure compliance with federal/state federal laws and other regulations/requirements including account reconciliations, invoicing and reporting to sponsors.

Qualifications:
- BA or BS degree in Accounting, Business, Finance or other relevant degree
- 5 years of accounting experience in a research/academic environment
- Experience with sponsored programs administration and/or broad knowledge of higher education research administration highly desirable
- Knowledge of Federal and Non-Federal grants (Preferred)
- Skilled user of Microsoft Excel, Access, General Ledger ERP systems
- Knowledge of Lawson and IT WOrks would be desirable
- Ability to maintain a positive, courteous, helpful and professional manner to internal staff and external customers at all times
- Ability to communicate efficiently to supervisors, staff and external customers to ensure tasks are completed accurately and on time
- Ability to prioritize assignments to complete work in a timely manner when there frequent changes in assignment and pressures of deadlines

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- Ability to collaborate with colleagues ensure departmental tasks and objectives are met
- Ability to work on multiple tasks in an active office environment
- Interpersonal and communication skills (written and oral)

**N2775-16 Senior Director, Individual Giving**
The Senior Director of Individual Giving will lead a team of development officers responsible for planned, major and leadership gifts and will work with the Chief Development Officer (CDO) to create a comprehensive strategy for the growth of individual giving and an increased pool of prospective donors in support of the Center’s approved priorities. S/he will collaborate with other Directors (Foundation Relations, Events, and Operations) and will work closely with physicians, researchers and other senior staff to identify and cultivate prospects, deepen relationships with donors, create proposals and solicit major and planned gifts. S/he will also be a partner with the CDO in developing and staffing the principal gifts program.  

**Qualifications:**
- Bachelor's Degree
- A minimum of 10 years of fundraising experience (preferably with experience in an academic healthcare setting) and relevant competencies around best practices, major and leadership donor strategies, pipeline development and use of metrics to reach goals
- A minimum of 5 years of successful and relevant supervisory experience
- Ability to design and implement a comprehensive individual giving program
- Demonstrated success in soliciting $100,000+ major and planned gifts;
- Superior written and verbal communication skills
- Capacity to develop and sustain relationships, work well in teams, and adapt to a rapidly changing environment
- Appreciation of and commitment to the mission of Joslin Diabetes Center

**CLINIC**

**R2776-16 Certified Medical Assistant (CMA) - Joslin Care Coordinator**
The Joslin Care Coordinator (Certified/Registered Medical Assistant Required) assists patients, providers and staff in a courteous and professional manner throughout the patient’s visit. Hours are 9:00am - 5:30 pm (Monday - Friday).  

**Qualifications:**
- High School diploma
- Graduate of an accredited medical assistant or phlebotomy program – with certification
- Registered Medical Assistant (RMA) or Certification in Medical Assisting (CMA) - must have passed an exam through one of the following organizations: American Association for Medical Assistants (AAMA), American Medical Technologists (AMT), National Healthcare Association (NHA) or National Center for Competency Testing (NCCT)
- Minimum 1 year of phlebotomy/medical assistant experience preferred
- Cardio Pulmonary Resuscitation (CPR) - American Heart Association (AHA) - certified preferred
- American Society for Clinical Pathology (ASCP) phlebotomy license or equivalent preferred
- Proficient computer skills
- Effective organizational and interpersonal skills to anticipate and react to the needs of patients and medical staff
- Ability to function in fast paced, diversified work environment
- Excellent communication skills

**R2780-16 Exercise Physiologist - Part Time (24 hrs/wk)**
The Exercise Physiologist performs all exercise related patient care services in the Joslin Clinic exercise programs or in contractual services. The Exercise Physiologist will have direct patient contact and also have the opportunity to be involved in program development and related marketing and educational services. This is a part-time, benefits eligible position. This position is 24 hours per week; typical hours are Monday, Wednesday and Friday 8:00 am-5:00 pm, with slight flexibility needed for days that have an evening program (those days the hours would adjust to 9:30 am -6:30/7:00 pm)  

**Qualifications:**
- A graduate of an accredited program in exercise physiology, physical education or exercise science.
- Masters degree required.
- Minimum of one year of experience in the area of Clinical exercise.
- American College of Sports Medicine Clinical Track Certification (or successful completion within 2 years of hire)
- Certified Diabetes Educator (or successful completion within 1 year of meeting the eligibility requirements set forth by the National Certification Board of Diabetes Educators)

R2779-16 **Insurance Specialist (Revenue Cycle)**
The Revenue Cycle’s Insurance Specialist’s primary responsibility is to work and resolve unpaid claims. This position also provides customer service, updates account demographic and insurance information, and works credit balance reports. Hours are Mon-Fri 8:30 am-5:00 pm.

**Qualifications:**
- High School Diploma Required.
- Minimum of 1-2 years experience in medical billing is essential.
- Strong analytical and mathematical skills.
- Outstanding customer service and very good verbal and written communication skills.
- Ability to prioritize and to multi-task independently and with little supervision.
- Bilingual a plus.

R2781-16 **Medical Technologist**
The Medical Technologist (Clinical Laboratory) is responsible for performing patient and research subject specimen analysis and quality control/quality assurance protocols. S/he is also expected to identify problems that may adversely affect test performance or reporting of results and follow through to resolution. The hours are 9:00am–5:30pm (Monday–Friday, no weekends)

**Qualifications:**
- Bachelor’s Degree, preferably in Medical Laboratory Science or equivalent
- Minimum of 2 years of technical experience
- MLS or MT (ASCP)
- Clinical Chemistry
- Hematology
- Specimen Processing
- Urinalysis

R2754-16 **Nurse Practitioner (Adult Diabetes)**
Joslin Clinic is currently adding to its Nurse Practitioner staff and seeking talented and dedicated Nurse Practitioners. The Nurse Practitioner (Adult Diabetes) will serve as an integral member of the multidisciplinary healthcare team to provide quality, evidence based diabetes care, to an inpatient and outpatient adult population. Using the nursing process and employing advanced skills and theory in health assessment, physical examination, interpretation of laboratory and other diagnostic tools, the Nurse Practitioner develops and implements a plan of care for patients with episodic and chronic healthcare needs. The Nurse Practitioner makes judgments relative to diagnosis and management independently, utilizing physician and other team member consultation where appropriate. Professional growth and diversity are encouraged including participation in clinic initiatives and specialty clinics.

**Qualifications:**
- M.S.N. and current certification to practice as a Nurse Practitioner from an accredited/recognized certifying body.
- Minimum of one year’s experience working as a Nurse Practitioner required. Experience in diabetes care preferred.
- Current license (or eligibility) to practice as a Nurse Practitioner in the Commonwealth of Massachusetts by the Board of Registration in Nursing.
- Valid DEA and MCS numbers for prescription writing practices
- Has obtained or is in the process of obtaining provider numbers from all insurance carriers that currently contract nurse practitioners (Medicare, Medicaid, Blue Cross/Blue Shield etc.)

R2656-15 **Nutrition Educator (Latino Initiative)**
The Nutrition Educator will provide services to both the Joslin Latino Diabetes Initiative (requiring one to be fluent in Spanish) and the general Joslin Clinic patients. In this role, you will have direct responsibility for the assessment, planning, implementation and evaluation of the patient centered diabetes education program for the Office of Multicultural Health and provide state of the art nutrition education, in a variety of settings, to patients and their families/care-partners, helping to optimize their diabetes management. Participates in the development of education curricula and materials by writing original material and/or reviewing the work of others. Promotes and disseminates quality diabetes and nutrition information to professionals and the public following established Clinic Division guidelines. Collaborates with other educators in identifying needs, developing and providing clinical programs and services. Other responsibilities include providing state of the art nutrition education in a variety of settings to Latino patients and other ethnic groups with their families/care-partners, helping to optimize their diabetes management. Incumbent will also be responsible for writing grants and delivering outreach programs in the community as a health care advocate.

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Qualifications:
- Bachelor’s degree in Nutrition or Dietetics; Master’s degree preferred
- Bilingual and fluent in English/Spanish
- At least 1 ½ years experience in diabetes or three (3) years of education/counseling with chronic diseases
- Registered with the American Dietetic Association
- Certified Diabetes Educator required or must sit for the exam within six months of eligibility
- Outstanding written and verbal communication skills; Excellent public speaking skills
- Excellent organizational skills
- Grant writing skills
- Health advocacy and community relations experience preferred

R2747-16  Patient Financial Counselor (Patient Accounts, Revenue Cycle)
The Patient Financial Counselor’s primary responsibility is to assist patients classified as Self-pay and Free Care with the goal of managing and reducing associated Accounts Receivable. Hours are Monday-Friday 8:30-5:00.

Qualifications:
- Associates Degree in Business or Accounting
- Three to four years in medical office setting with direct patient contact
- Medical Billing Certificate preferred or equivalent experience.
- Knowledge of medical insurance specific to government and managed care programs
- Ability to manage several tasks with minimal supervision under pressures of deadlines and fluctuating workload
- Skill in math to handle billing and collection issues
- Ability to communicate with patients and vendors over the phone, in person and in writing
- Adheres to HIPAA privacy and confidentiality guidelines and regulations
- Ability to maintain a thorough knowledge of third party requirements.

N2649-15  Physician (Adult Diabetes)
A Joslin Clinic Adult Diabetes Physician treats patients with diabetes of all types with special emphasis on current techniques for management of Type I and Type II diabetes. Also recognizes and treats, or refers for treatment, complications of diabetes.
Manages general medical problems that may arise in his/her diabetic patients. Works in a collegial fashion with diabetes educators, including nurses and dietitians. Functions as a member of the medical staff of the hospital(s) where he/she practices. Interacts with the Clinic Administrator in a positive and constructive fashion.

Qualifications:
- M.D. degree from an accredited school
- Residency in internal medicine
- Fellowship in endocrinology and metabolism
- Certification and licensure in Massachusetts
- Board certified in internal medicine
- Board certified in endocrinology/metabolism (or eligible for Board certification with certification expected,) or, if hired before board certification subspecialty availability has five years’ experience in the treatment of diabetes and its complications

R2733-16  Quality Nurse
Joslin Diabetes Center’s outpatient clinic is seeking an experienced Clinical Practice (and Quality) Supervisor who will be part of a collaborative clinical team and lead and develop a team of Care Coordinators (Medical Assistants). This position is perfect for someone who is looking to assist in redesigning an ambulatory care unit to improve clinic operations, efficiencies and quality of patient experiences – someone who wants to make his/her mark on an organization.

Qualifications:
- Being a graduate of an accredited nursing program (open to those with Associates or Bachelors in Nursing),
- Current license to practice as a registered nurse in the Commonwealth of Massachusetts and BLS Certification
- Possess a minimum of three years’ management experience or progressive supervisory experience; Experience in ambulatory care setting preferred

RESEARCH

R2701-15  Administrative Coordinator, Clinical Research Center
The CRC Administrative Coordinator is responsible for providing administrative support to the Senior Investigator of Clinical, Behavioral & Outcomes Research and the CRC Nurse Manager. Support effort to keep the lab and CRC activities functioning smoothly - s/he must be able to handle many requests on his/her own, prioritize activities, and

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be capable of handling multiple projects simultaneously. The CRC Administrative Coordinator must be able to work independently and address urgent issues on his/her own. Hours are Monday-Friday 7:30 am-4:00 pm.

Qualifications:
- Bachelor’s degree or equivalent work experience preferred.
- Prior administrative experience in a research or academic setting (strongly preferred) - Minimum 1 year experience
- Ability to work independently and proactively and work under constant distractions and interruptions.
- Computer literacy including proficiency with Microsoft Word, Excel, and Power Point to compose memos or correspondence, assist in the preparation of presentations, track budgets, prepare grant, IRB and FDA applications, patient communications, and maintain study-related records.
- Demonstrated strong communication and interpersonal skills; ability to deal with many different personality types.
- Excellent organizational and prioritization skills.

R2771-16 Animal Technician I (Cage Washer)
Perform duties related to the care and feeding of laboratory animals, the processing of dirty and clean caging and maintenance of the Animal Facility. Weekends and holidays may be required.
Monday-Friday 7:00 am -3:30 pm.
Weekend and holidays may be required.

Qualifications:
- High school diploma or equivalent.
- Applicants must work with soiled animal bedding.
- Must be able to load and unload caging, lift 50 lb. feed bags, push and pull racks up and down a ramp, removed heavy waste bags from barrels.
- Applicants must be able to work with and handle small rodents.

R2770-16 Animal Technician I (part time/weekend)
Perform duties related to the care and feeding of laboratory animals, the processing of dirty and clean caging and maintenance of the Animal Facility. This is a part-time position for weekends and holidays.

Qualifications:
- High school diploma or equivalent.
- Applicants must work with soiled animal bedding.
- Must be able to load and unload caging, lift 50 lb. feed bags, push and pull racks up and down a ramp, removed heavy waste bags from barrels.
- Applicants must be able to work with and handle small rodents.

R2769-16 Animal Technician II
The Animal Technician II performs duties related to the care and feeding of laboratory animals, the processing of dirty and clean caging and the maintenance of the Animal facility.
Hours are 7:00 am to 3:30 pm; weekends and holidays may be required.

Qualifications:
- High school diploma or equivalent.
- AALAS certification is preferred.
- Minimum 1 year of experience in an animal facility.
- Computer literate.
- Good communication skills.
- Applicants must work with soiled animal bedding.
- Must be able to load and unload caging, lift 50 lb. feed bags, push and pull racks up and down a ramp, remove heavy waste bags from barrels.
- Applicants must be able to work with and handle small rodents.

R2772-16 Clinical Research Nurse
Reporting to the Section Head, Clinical Research, the Clinical Research Nurse (Clinical, Behavioral & Outcomes Research) will provide age specific care to adults with or without diabetes mellitus in a collaborative practice, by

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using competencies in history taking, assessment and interpretation of laboratory and related diagnostic tools for purposes of screening and safety assessments of subjects participating in clinical research studies. Care provided varies, and may involve the management of diabetes and endocrine disorders, risk identification and reduction, and education. The Clinical Research Nurse makes judgments relative to physical assessment and therapeutic management independently, using physician consultation where appropriate. In addition, the nurse will assist in clinical research procedures to assess insulin secretion and action.

**Qualifications:**
- Bachelor’s Degree in Nursing
- Current Massachusetts RN license
- Minimum of 1 year of nursing experience or prior participation in clinical research
- Experience in diabetes management preferred
- Demonstrated excellence in organizational, interpersonal and clinical nursing skills
- Must be detail oriented, able to practice independently, multi task, prioritize and utilize critical thinking skills

**R2778-16 Research Assistant (Clinical, Behavioral and Outcomes Research)**
The Research Assistant (Clinical, Behavioral and Outcomes Research) provides clinical, database management and administrative support for Dr. Goldfine’s clinical research protocols. Responsibilities include recruiting, scheduling and interviewing patients; preparing documents for Committee on Human Studies and completing case report forms; escorting patients to testing locations and delivering samples to laboratories for analysis; data entry and analysis; database management and maintenance. Possibly obtaining blood, and/or urine samples, performing routine laboratory and clinical procedures including vital signs and electrocardiograms.

Functions and participates as member of a Clinical Research Team.

**Qualifications:**
- Bachelor’s degree in math, statistics or other related science.
- Demonstrated excellent interpersonal and organizational skills.

**R2773-16 Research Assistant (Integrative Physiology and Metabolism)**
Under supervision of senior staff, the primary responsibility will be to support the lab by conducting experiments in our mouse model of low birth weight designed to both prevent and treat diabetes.

**Qualifications:**
- B.S. in biology, molecular biology or related field.
- 1-2 years of relevant experience preferred.
- Experience with recombinant DNA technology preferred.
- Computer skills, including familiarity with Windows NT systems and database management preferred
- Ability to stand at a lab bench for extended periods of time when experimentation calls for it.
- Ability to lift boxes of supplies.
- Visual abilities to perform molecular biology and animal procedures accurately.
- Ability to prioritize and multi-task.
- Able to work on schedule, meet deadlines, reorganize tasks according to changing needs of experiments.

**R2762-16 Research Assistant (Pediatrics/Genetics & Epidemiology)**
The Research Assistant (Pediatrics, Genetics & Epidemiology) will work on a clinical research project in the Pediatric research program.

The Research Assistant will be responsible for:
- Recruiting, enrolling, following, and scheduling study patients
- Administering study questionnaires
- Performing semi-structured interviews or leading focus groups with patients/families
- Collecting medical data from patients’ medical records
- Assisting with data entry, management, and analysis
- Assisting with the preparation of oral presentations and written research reports
- Attending twice weekly research team meetings

**Qualifications:**
- Bachelor’s degree with a major in the behavioral/social or biological science
- At least two years of research experience working with families or equivalent experience preferred

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- Experience with computers (data entry and word processing)
- Experience with statistical analyses preferred

**R2753-16 Senior Administrative Assistant (Research Division)**
The Senior Administrative Assistant is responsible for providing administrative support to the Senior Investigator of Integrative Physiology and Metabolism and/or other Sections or Investigators as assigned. The Administrative Coordinator will also contribute to the Research Division team effort by providing cross coverage with other Section Administrative Assistants. Support effort to keep all Research Division activities functioning smoothly by participating in Division-wide efforts. S/he must be able to handle many requests on his/her own, prioritize activities, and be capable of handling multiple projects simultaneously. The coordinator must be able to work independently and address urgent issues on his/her own.

**Qualifications:**
- Bachelor’s degree or equivalent work experience preferred.
- Prior administrative experience in a research or academic setting (strongly preferred)
- Minimum 1 year experience
- Excellent computer skills: proficiency with Microsoft Outlook and Suite, Adobe Acrobat, EndNote and/or Reference Manager and Infinium, work under frequent disruptions
- Proactively manage projects and resolve conflicts independently with minimal supervision.
- Excellent organizational skills.
- Ability to prioritize work and meet deadlines, and work under pressure.
- Ability to coordinate efforts on multiple tasks according to their relative priorities.
- Ability to communicate effectively across all departments (including administrative team)
- Ability to use discretion in confidential matters.
- Ability to read, write and articulate in English is required.
- Ability to draft, proofread and transcribe correspondence and other documents as directed is required.
- Knowledge of Scientific Terminology is preferred.

**N2777-16 Study Coordinator (Clinical Research)**
Functioning as a member of the clinical research team, the Study Coordinator (Clinical, Behavioral and Outcomes Research) has responsibilities that may be associated with one or more clinical research project(s). S/he works directly with patients with diabetes or without and is responsible for coordinating assigned study/studies.

**Qualifications:**
- Bachelor’s degree in the Biological Sciences/Chemistry or related science is required. Master’s degree preferred
- Minimum 1 year research experience involving human subjects
- Experience with statistical analyses (SAS)
- Fluent in written and spoken English (Additional Spanish is preferable)
- Skilled user of Microsoft Office Suite
- Excellent interpersonal and organizational skills
- Excellent communication skills
- Ability to maintain patient confidentiality
- Flexible schedule as necessary to accommodate study patients and recruitment activities.
- Team player with good ability to work with other staff on the project

**R2758-16 Study Coordinator (Eye Research)**
The Study Coordinator (Eye Research) performs activities related to coordination and implementation of research protocols within the Beetham Eye Institute and Eye Research Section (both clinical trial and non-trial research). In this role you are responsible for ensuring quality adherence to protocol-specific and general regulatory requirements for both translational research and clinical trial efforts.
- Assists in the development and maintenance of recordkeeping systems and sample repositories as well as procedures to rigorously track, prepare and store patient data and samples for research purposes.
- Performs a variety of complicated tasks, manages sophisticated equipment data transfers and has a wide degree of creativity and latitude.
- Recruits study participants and coordinates participant visits.
- Assists in administration of studies within BEI and may serve as an administrative liaison for multicenter studies.

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that are led by the BEI team.
- Individual is expected to work constructively within the BEI research team.

**Qualifications:**
- Bachelor's degree in science area, health sciences, public health or related field.
- Minimum 1 year experience conducting clinical research studies or in a medical research setting
- Previous experience involving interaction with patients or clients
- Knowledge of electronic medical records preferred
- Previous experience in an ophthalmic clinical or research setting is preferred but not required
- Clinical research certification from SoCRA (Society of Clinical Research Associates) or ACRP (Association of Clinical Research Professions) is required or must be obtained within two years from the date of hire
- Ability to speak on a one-to-one basis to engage and recruit patients, and to explain study protocols and processes
- Excellent interpersonal/human relations skills
- Ability to consistently perform detailed work to ensure accuracy in collecting and recording data
- Ability to prioritize assignments to complete work in a timely manner
- Ability to work independently to coordinate study visits and track and maintain study data on patients
- Ability to perform effectively under conditions of fluctuating workload and assignments in a busy clinical setting
- Demonstrated proficiency with Microsoft Office software applications (Excel/Power Point required)
- Demonstrate ability to follow policies and procedures mandated by Joslin Diabetes Center, HIPAA, OSHA, and the DPH
- Understanding of ICH/GCP guidelines for human research
- Understanding of Code of Federal Regulations for Human Subjects

For consideration, please apply directly through www.joslin.org

**Hiring Location:** One Joslin Place, Boston, MA 02215
**Contact:** Kristen Rolph, Employment Manager

**ACCOMODATIONS FOR APPLICANTS WITH DISABILITIES**
Joslin Diabetes Center is an equal opportunity employer and is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Section 503 of the Rehabilitation Act of 1973, the Vietnam Veterans’ Readjustment Act of 1974, and Title I of the Americans with Disabilities Act of 1990, applicants that require accommodation in the job application process may contact 617 309-2595 for assistance.