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
September 21, 2016

ADMINISTRATION

R2774-16 Application Systems Analyst II (IT dept.)
The Application Systems Analyst II is responsible for administration, configuration, technical support and training of mission critical Accounting and Finance Software Package, provided by Lawson/Infor.

Qualifications:
- Bachelor’s Degree in Computer Science or equivalent experience within the technical/accounting space
- Five (5) years of system administration and support experience, particular to Lawson/Infor packages
- Strong financial/accounting systems background
- Lawson Certification/Training
- Analytical thinker with the ability to translate non-technical requests into a technical solution
- Team player with the desire to deliver results on timeline
- Ability to independently to function in a cross-functional, project driven environment
- Ability to communicate clearly and collaboratively regarding project deliverables, barriers to success and opportunities for workflow improvement
- Positive, willing attitude
- Good work ethic and accountability to team members
- Desire to learn new skills and function as a key resource in the implementation and sustainability of enterprise level Lawson/Infor solutions

N2786-16 Application Systems Analyst III (IT dept)
The Application Systems Analyst III is responsible for design, management, development and support of enterprise and departmental applications and web sites (either purchased or custom built) using tools including SharePoint, SQL Server and other applications as needed.

Qualifications:
- Bachelor’s Degree in Computer Science or Liberal Arts or equivalent experience
- Seven (7) years of application development and/or application development management experience using the following (or similar) tools: SharePoint, TSQL - MSSQL Server, CSS, HTML5 and JavaScript
- Certification: None required, but MSCS: SharePoint is preferred
- Analytical thinker with the ability to translate non-technical requests into a technical solution
- Team player with the desire to deliver results on timeline
- Ability to independently to function in a cross-functional, project driven environment
- Positive, willing attitude
- Good work ethic and accountability to team members
- Desire to learn new skills, mentor fellow staff and function as a key resource in several projects at one time

R2815-16 Project Manager II: Clinical Innovation-Care & Education Programs
The Project Manager II for Care and Education Innovation Programs will lead implementation of alliances and projects as primary liaison for multiple clients, with a focus on successfully implementing various health care delivery and educational alliances and on analyzing program outcomes. In this role, you will ensure ongoing delivery of high-quality work to major clients, independently managing the planning and production of domestic and international, live and online educational and care program activities. You will engage in project and relationship management, driving and organizing work and communication with all internal and external faculty and other project contributors as needed to initiate, deliver and successfully conclude projects in the designated time-frame and within budget.

Qualifications:
- Bachelor’s degree in Clinical or Public Health field and/or Business Administration, Marketing, or other relevant business major preferred; Master’s in Business Administration, Public Health or related field preferred.
- Minimum 5 years of client services and project management experience required, including client and budget management responsibilities, program start-up, implementation and coordination.
- 1-2 yrs experience in Outcomes Analysis
- Payer experience preferred

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VEVRAA Federal Contractor
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VEVRAA Federal Contractor

- Experience managing large client relationships and “up selling” work within client engagements.
- Experience in business development, project management, and healthcare delivery required
- Ability to take initiative and manage multiple priorities
- Proven ability to develop business and manage client relationships within the healthcare sector
- Proven ability to successfully manage cross-functional project teams, particularly in a matrix structure, including applying project management methodologies.
- Skill in negotiation; exchanging ideas, information and opinions with others to formulate programs and to arrive at decisions, conclusions or solutions.
- Ability to work both collaboratively and independently, as situation dictates.
- Demonstrated ability establishing rapport and maintaining effective relationships with new and existing clients.
- Demonstrated communication and interpersonal skills to interact with multiple levels of client contacts and with internal stakeholders.
- Strong facility with databases and spreadsheets.
- Knowledge of basic finance/budgeting for program management.
- Close attention to detail and accuracy of data to ensure seamless project and program management.
- Demonstrated analytical skills with ability to identify root-cause and resolve problems.
- Excellent organizational and time management skills, with ability to manage and prioritize multiple tasks, in order to manage multiple projects simultaneously.
- Ability to learn new situations and data, quickly integrating the knowledge into tactical and strategic activities.
- High degree of flexibility and resourcefulness. Ability to quickly identify creative problem-solving strategies and implement them.
- High level of skill in written and verbal communication.
- Software skills including Microsoft Word, Power Point, and Excel; web research and social media proficiency as well.
- Comfort navigating sometimes fast-paced, unpredictable changes in project plans and scheduling
- Willingness to pitch in and take on a wide variety of tasks and responsibilities.
- Ability to travel up to approximately 20% of the time overall to oversee implementation and ongoing operations of programs and sites.

CLINIC

N2845-16 Part-Time CME Project Manager

The CME (Continuing Medical Education) Project Manager role is directly responsible for managing and implementing Joslin’s CME program and associated educational activities, plus overseeing the maintenance of Joslin’s ACCME accreditation status.

Joslin Diabetes Center is a nationally accredited (with commendation) provider of Continuing Medical Education (CME) for physicians, primarily at the primary care level. In addition, the Joslin Innovation Division provides educational programs and services to other healthcare professionals, corporate employees, and patients. This is a part-time role, approximately 16 hours per week.

Qualifications:
- A bachelor’s degree or the equivalent combination of education, training and experience from which comparable skills can be acquired. CHCP (CCMEP) certification a plus.
- 3-5 years of project management experience in a business, healthcare, or academic nonprofit environment managing educational projects, programs, events, research projects or other relevant experience.
- CME experience strongly preferred. Science or health background a plus.
- Proficiency working with software platforms, databases and website content management systems is desired.
- Familiarity with outcomes analysis pertaining to education, and/or business analytics.
- Advanced skills in Microsoft Office products, including Word and Excel for projects.
- Knowledge of basic accounting; previous budgetary responsibility and P&L management required.
- Outgoing and professional demeanor; enjoys responsibility and independence. Excellent organizational and interpersonal communication skills. Demonstrated ability of establishing rapport and maintaining effective relationships with new and existing stakeholders. Skill in interacting with multiple levels of external contact, including physicians and industry colleagues.
- Demonstrated skills in analysis and judgment of complex situations with potential legal and financial ramifications.

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VEVRAA Federal Contractor
Ability to take initiative and manage multiple priorities / heavy workload at times. Reliable and committed to adhering to task deadlines.

**R2783-16 Assistant Practice Manager, Adult Diabetes**
The Assistant Practice Manager (Joslin's Adult Diabetes Clinic) provides day to day managerial support and oversight of the non-clinical staff, assisting the Practice Manager to ensure optimal clinic operations inclusive of high quality, competent, efficient services and exceptional patient satisfaction and customer service standards. In this role, you would also identify opportunities for improvement, set priorities and empower and coach staff to improve the experience of patient care and quality of work life within the Clinic.

**Qualifications:**
- Bachelor’s degree or equivalent work experience
- Minimum 5 years experience in health care supervision
- Preferred 5+ years progressive management and leadership experience in physicians practice or related health care environment.
- Outstanding customer service skills
- Proficiency with practice management systems, Excel, and Word; Demonstrated knowledge of PC and software applications such as Access and Crystal preferred
- Supervisory and leadership experience with demonstrated competence in change management, team building and problem solving
- Must demonstrate a capacity for independent functioning, creativity, and objectivity
- Excellent oral and written presentation skills
- Superb time management and organizational skills

**N2829-16 Clinical Psychologist (open to full-time or part-time)**
The Clinical Psychologist provides direct care to patients with type 1 or type 2 diabetes and their families, consultation to medical staff regarding psychosocial issues that interfere with patients’ and family members’ ability to manage diabetes, and support to the clinic’s educational/behavioral/medical programs. Appointment of Lecturer, Instructor, or Assistant Professor of Psychology in the Department of Psychology at Harvard Medical School will depend upon the candidate’s credentials and experience and will require teaching of Harvard associated learners. The Joslin Diabetes Center is recognized as the world’s leader in innovative clinical care of patients with diabetes and this position offers the potential to become a clinical and academic leader in psychology and diabetes.

Looking for someone to start in June 2017.

**Qualifications:**
- Ph.D. or Psy.D. Psychology
- At least 5 years of clinical experience in healthcare settings, career interest in behavioral aspects of diabetes
- Licensed psychologist (Ph.D. or Psy.D.) in the State of Massachusetts or qualifications to be licensed in Massachusetts
- Strong clinical, organizational, and interpersonal skills
- Familiarity with medical conditions, especially diabetes
- Knowledge of behavioral weight loss interventions

**N2830-16 Clinical Social Worker (LICSW)**
The Clinical Social Worker (LICSW) provides direct care to patients with type 1 or type 2 diabetes and their families, consultation to medical staff regarding psychosocial issues that interfere with patients’ and family members’ ability to manage diabetes, and support to the clinic’s educational/behavioral/medical programs. This position carries with it an appointment of Lecturer at Harvard Medical School. The Joslin Diabetes Center is recognized as the world’s leader in innovative clinical care of patients with diabetes and this position offers the potential to become a clinical and academic leader in social work and diabetes.

Looking for someone to start in June 2017.

**Qualifications:**
- Master’s Degree in Social Work
- 3 years of clinical experience in a healthcare setting
- Licensure as a Licensed Independent Clinical Social Worker (LICSW) in Massachusetts
- Familiarity with medical conditions, especially diabetes
- Knowledge of behavioral weight loss interventions

**R2840-16 Data Specialist: Part-time (Patient Accounts)**
The Data Specialist (Patient Accounts, Revenue Cycle) is responsible for data entry into the billing system, the posting of payments and adjustments as assigned by the Patient Accounts Manager. This position is part-time, 20 hours/week (Monday-Friday; 4 hours per day; Flexible on what hours daily as long as it is between 8:00 am - 5:00 pm)

**Qualifications:**
- High school diploma required.
- 1-2 years healthcare related experience preferred.
- Knowledge of CPT and ICD-10 coding preferred.
- Keyboard (minimum 45 wpm) to ensure accurate and efficient data entry of charges into billing system.
- Ability to perform repetitive work according to set procedures, sequence and pace.
- Ability to collaborate with colleagues to ensure efficient daily operations.
- Ability to balance and problem solve.

**R2808-16 Ophthalmic Technician**
The Ophthalmic Technician assists the ophthalmologists and optometrists in preparing patients for their appointments by taking medical/ocular histories, performing standard entrance tests, visual acuity and refraction as well as slit lamp examination of the anterior segment on patients. Will also provide support to Advanced Diagnostic Imaging Center. May also assist the ophthalmologists in various minor surgical procedures including laser treatments.

Hours are 8:00 am-4:30 pm (Monday-Friday).

**Qualifications:**
- High School diploma or equivalent
- Minimum of 5 year’s experience as an Ophthalmic Technician
- JCAHPO certification at level of Certified Ophthalmic Assistant (COA) is preferred. COA certification must be obtained within the first year of employment.
- Clinical Trial Certification in refraction and acuity testing within first year of hire followed by optical coherence tomography and ophthalmic photography required within three years
- Ability to lift 50 lbs to assist non-ambulatory patients into examination chair and to transport patients via wheelchair
- Ability to perform effectively under conditions of fluctuating workload and assignments based on changing needs of the BEI
- Ability to evaluate complex eye disease and needs
- Ability to operate complex ophthalmic equipment (or willingness to be trained on how to operate the equipment)
- Working knowledge of the keyboard and computer to enter patients’ information into the electronic medical record
- Ability to consistently perform detailed work to ensure accuracy in testing
- Ability to maintain a professional and discreet demeanor at all times when responding to patients, visitors and co-workers
- Demonstrated ability to adhere to HIPAA policy and maintain patient confidentiality
- Ability to prioritize tasks to complete work in a timely manner
- Ability to work independently with minimal direction and to also collaborate with colleagues to address mutual concerns and participate in a solution

**N2847-16 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:**

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VEVRAA Federal Contractor
RESEARCH

R2842-16  Administrative Assistant (Research Division)
Under moderate supervision -with intermediate to advanced proficiency- provide administrative assistance and support to faculty members of the Research Division, the Manager of Administrative Services and respective lab personnel.

Provide administrative assistance and support for the DRC.
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 administrative assistant 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 of administrative 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 communicate effectively across all departments (including administrative team)
- Ability to use discretion in confidential matters.
- Ability to draft, proofread and articulate in English is required.
- Knowledge of Scientific Terminology is preferred.

R2841-16  Research Administrator II (Pre-Award): Office of Sponsored Research
Under general direction, the Research Administrator II (Pre-Award) in the Office of Sponsored Research, provides administrative and financial support to the Research Division for pre-award processing, tracking, and compliance for assigned investigators. In this role, you will support the development and implementation of research business practices that establish effective and efficient pre-award administrative operations.

Qualifications:
- Bachelor’s degree in a business related area or bachelor’s degree
- Three year’s experience in providing pre-award sponsored project management services on NIH and other federally funded grants or contracts directly for faculty and physicians in an academic research/hospital environment
- Demonstrated track record in a front-line service-oriented position, involving extensive customer service and relationship building
- Pre-Award budget preparation experience
- Certification in Research Administration preferred
- Experience with electronic submission of proposals and internet searches
- Broad knowledge of policies and regulations governing federal funding and accompanying compliance issues
- Must be able to interpret PHS and other grant sponsor policies, including OMB Uniform Guidance and Circulars A-110, A-122, and A-133, the Federal Demonstration Partnership/Research Terms and Conditions and Conditions and agency-specific terms and conditions including the PHS Grants Policy Statement and related grant management requirements to ensure accurate proposal submission
- Knowledge of electronic federal proposal/award management systems including grants.gov and eRA Commons
- Knowledge of basic intellectual property principles
- Must be proficient in Microsoft Office Suite software and other database applications
- Strong communication skills to effectively communicate with diverse segments of the institution, provide training, and respond to end-user questions regarding electronic grant management system

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VEVRAA Federal Contractor
- Ability to work independently to identify problems and solutions that meet the occasionally competing needs of research, other internal departments, sponsoring agencies or regulatory bodies
- Strong detail orientation when reviewing grants requirements against application to ensure accuracy and compliance in submission
- Ability to work under pressure
- Skill in prioritizing workload to complete work in a timely manner where there are pressures of deadlines, competing requirements, and fluctuating workloads, without sacrificing quality
- Ability to explain departmental policies and standard operating procedures related to sponsored research functions and agency regulations to investigators to gain buy-in and acceptance
- Ability to collaborate with OSR colleagues in a manner fosters teamwork, cooperation, respect and diversity

**R2844-16 Research Assistant (Genetics & Epidemiology)**
The research assistant (Genetics & Epidemiology) will primarily be responsible for the implementation and analysis of individual research projects that will include measuring biomarkers using ELISA and Lumienx projects. Additionally, s/he will be responsible for the recruitment of diabetic patients for various research projects.

**Qualifications:**
- Bachelor’s degree in Biology or a closely related field.
- Minimum 1 year of demonstrated practical experience with relevant laboratory methods preferred.
- Attention to detail and ability to concentrate on tasks
- Outstanding organizational skills
- Excellent communication skills (written and verbal)
- Ability to handle confidential and sensitive information
- Willingness to learn phlebotomy
- Ability to work collaboratively with others in the coordination of various protocols and procedures
- Ability to work effectively and constructively with members of other research groups – internal and/or external to Joslin
- Ability to effectively organize work schedule to accomplish the completion of multiple tasks or multiple experimental procedures

**R2821-16 Research Assistant (Islet Cell & Regenerative Biology)**
The Research Assistant (Islet Cell and Regenerative Biology) will study the biology and function of pancreatic islets including insulin secreting beta cells and glucagon-secreting alpha cells. The lab has recently started to work on adult tissue-specific stem cells, particularly those stem cells that form the pancreatic islet cells. Current topics under investigation include generation of induced pluripotent stem cells from mouse models of type 1 and type 2 diabetes and humans with type 1 and type 2 diabetes. The studies are focused on using peripheral tissues (e.g. skin fibroblasts, blood cells and adult skeletal or adipose tissues) to generate induced pluripotent stem (iPS) cells. Future studies will be focused on generating differentiated cells from these iPS cells, including pancreatic islet cells, mature skeletal muscle and adipocytes.

A research assistant is wanted to assist with ongoing experiments that include cell culture, molecular biology techniques, flow cytometry, histology, mammalian cell culture and animal studies, and banking of human and mouse iPS cells.

The assistant’s responsibilities also will include maintenance of mouse colonies and genotyping of mouse strains. Some studies will involve collaboration with other investigators, and may require some assistance and work in these collaborators’ labs.

**Qualifications:**
- B.A. or B.S. in Biological Sciences, Biochemistry, Chemistry, or related discipline. (Applicants holding an M.A. or M.S. in these areas also will be considered.)
- Willingness to work with animals and human tissues; knowledge of cell culture and molecular biology and the ability to apply this knowledge.
- Strong organizational skills and ability to prioritize responsibilities and follow tasks through to completion. Ability to work with others as a team in a productive manner.
- Previous undergraduate or post-graduate lab experience, particularly with mammalian cell culture and handling/screening of small animals will be preferred. Previous experience with human or mouse stem cell or iPS cell work is an advantage.

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*VEVRAA Federal Contractor*
**R2831-16 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
- Experience with computers (data entry and word processing)
- Experience with statistical analyses preferred

**R2834-16 Research Compliance/Programs Administrator (Office of Sponsored Research)**

Under the supervision of the Manager, Research Compliance/Assurance & Programs the Research Compliance/Programs Administrator is responsible for ensuring research compliance programs (IRB, IACUC, FCOI & RCR) adhere to federal, state and local regulations as well as institutional policy. The Administrator participates in the oversight of these programs along with performing the day-to-day program specific responsibilities and processes.

Qualifications:
- Bachelors Degree in a related area or two or more years related experience in an academic research environment (preferably in health care area).
- 2-3 years of experience in an academic research environment, preferably working with IRB, IACUC and/or within a research setting with a strong preference for regulatory oversight.
- Certified IRB Professional (CIP) or Certified IRB Manager (CIM) is preferred (or eligible for certification).
- Current knowledge of federal, state, and local regulations pertaining to the conduct of research and research compliance, such as DHHS, OHRP, FDA, OLAW, and USDA
- Outstanding written and oral communication skills
- Excellent organizational and interpersonal skills. Strong problem solving skills
- Ability to perform multiple tasks with a high level of accuracy and attention to detail
- Ability to work independently in a team-oriented environment
- Ability to meet deadlines with competing priorities
- Ability to exercise sound judgment and initiative in collecting technical information from a wide variety of sources
- Ability to maintain confidentiality with tact and discretion and be able to interpret and apply ethical principles to daily work

**R2816-16 Senior Research Assistant (Islet Cell and Regenerative Biology)**

The Loeken laboratory (http://www.joslin.org/diabetes-research/Mary-Loeken-PhD.html) at the Joslin Diabetes Center is exploring how maternal diabetes complicates embryonic and fetal development. The lab is seeking a Senior Research Assistant who will provide lab support and management, assists in training new personnel, and carries out experimental procedures to contribute to lab productivity.

Qualifications:
- Bachelor's degree in Biology Biochemistry or related field. Master's deree preferred.
- A minimum of 3+ years experience relevant to essential responsibilities of the job
- Excellent data and notebook management
- Troubleshooting of protocols and equipment
- Strong organizational and communication skills (verbal and written)
- Strong work ethic
- Ability to multitask
- General maintenance and upkeep of lab and equipment

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- Knowledge of biochemistry, cell biology, genetics, and mammalian embryology

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

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

ACCOMMODATIONS 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.