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

R2740-15 Application Systems Analyst II (IT dept.)
The Application Systems Analyst II designs, develops, tests, and supports enterprise & departmental applications, databases, web sites, mobile apps, and other systems components (either purchased or custom built) used by Joslin. To achieve these responsibilities, the ASAII collaborates 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 or Mathematics, or equivalent experience
- Minimum three years of programming and/or application development experience
- Experience implementing and enhancing commercial Clinical Electronic Medical Records and Practice Management Systems, such as NextGen (preferred), Cerner, or Epic
- Experience with general-purpose programming languages, technologies, and tools such as MS .NET, MS SQL Server, SharePoint 2013, Visual Studio, Javascript, HTML5, REST, XML, JSON
- Experience with Software Development Life Cycle tools for code and project management, such as BitBucket and Jira.
- Experience working in an Agile development environment
- Skill in database, web page, and report design and implementation
- Ability to perform effectively under tight deadlines to meet corporate and regulatory needs
- Ability to communicate effectively one-to-one with system end-users, especially with clinical users and/or users with limited computer technical knowledge
- Ability to diagnose problems, and to find solutions to user problems
- Microsoft Office Suite (Microsoft Word, Powerpoint, etc.)

R2752-15 Assistant Controller: Accounting/Financial Services
The Assistant Controller (Financial Services department) is responsible for managing the general accounting function. In this key leadership role, you will:
- Oversee the monthly close of the general ledger and preparation of internal financial statements
- Have an opportunity to make a positive and meaningful impact in evaluating and making appropriate improvements to internal accounting processes ensuring that practices are in line with the overall goals of the organization
- Serve as primary contact for outside auditors
- Interact, advise and work with other key colleagues at Joslin
- Supervise and develop several Accounting staff members
- Serve as integral member of the Accounting team and work with knowledgeable, approachable and supportive Financial department leaders
- While workloads fluctuate, maintain a reasonable work life balance

Qualifications:
- Bachelor’s degree in Accounting with at least 10 years of experience in the field
- Public accounting experience and tax return knowledge preferred
- Familiar with a variety of the field’s concepts, practices, and procedures
- Excellent leadership and teambuilding and development skills
- Strong computer and process analysis/problem solving/analytical skills, including the use of Microsoft Excel and Word
- Strong business acumen intuition
- Ability to rely on extensive experience and judgment to plan and accomplish goals
- A wide degree of creativity and latitude is expected

No agency calls are being accepted at this time.

CLINIC

R2736-15 Centralized Appointment Scheduler
The Centralized Appointment Scheduler is responsible for functions associated with initial patient access to clinic. Collect demographic information for new and established patients and load into automated registration/scheduling system. Gather medical information utilizing intake format for electronic medical record. Must be knowledgeable about referral requirements. Provide estimates to Self-pay patients regarding cost of services. Forward charity care applications to patients. Requires ability to multi-task, exceptional flexibility to adjust to fluctuating call volumes, professionalism and the highest standards of customer service to interact with patients and all levels of staff within the Clinic. Hours are 9:00am-5:30pm (Monday-Friday).

Qualifications:
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- Accredited business school or certificate program
- Minimum of 2 year’s experience in a medical office setting
- Knowledge of personal computer and automated registration/scheduling systems
- Knowledge of managed care and insurance requirements
- Demonstrated ability to learn new tasks and procedures, e.g. clinical programs offered at Joslin and advanced automated telephone systems
- Strong ability to multi-task while also maintaining professional demeanor
- Demonstrated skills include exceptional customer service, team building and problem solving

PDR2721-15 Certified Medical Assistant (CMA): Per Diem
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. This is a Per Diem (as needed) role with varying hours between 8:30 am - 5:00 pm Monday - Friday.

Qualifications:
- High School diploma
- Graduate of an accredited medical assistant or phlebotomy program – with certification
- 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
- 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)
- 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

R2733-15 Clinical Supervisor (RN)
The Clinic Quality & Patient Care Clinical Supervisor (Adult Diabetes Clinic) (please note the formal Joslin title is "Clinical Supervisor") is involved in direct patient care and is accountable for the day-to-day coordination and leadership of one or more patient care units or patient service teams. Collaborating with appropriate director(s), and leaders of other disciplines, the clinical supervisor oversees the implementation and evaluation of programs and processes to provide necessary patient care, the effective use of resources, and a high level of service and quality that are measurable. The clinical supervisor participates in the development and implementation of care and performance standards to ensure that identified patient care needs and regulatory requirements are met and/or exceeded. Serves as the regulatory liaison for the clinic including tracking and reporting on necessary metrics. Provides leadership and participates in the development of nursing practice and patient care models.

Qualifications:
- Graduate of an accredited nursing program required
- 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 diabetes or endocrine nursing preferred
- Experience in ambulatory care setting preferred
- Demonstrated advanced interpersonal skills

R2749-15 Coordinator, Educational Services Scheduling (Clinic Education)
The Coordinator of Educational Services reports to the Director of Educational Services and is responsible for the creation and management of all master nutrition, nursing and exercise physiologists’ schedules as well as the master diabetes education schedule. In this role, you will create coverage schedules for all diabetes education visits, classes, and programs and plan monthly coverage for the Emergency Nurse of the Day and Administrator on Call.

The Coordinator for the Clinic’s Education Department works collaboratively with the Provider (MD/NP) Scheduling Coordinator in meeting the education needs of patients. Will be responsible for communication of policy and procedures to the education staff as well as the general clinic staff when appropriate. Required to participate in the development, implementation, and the evaluation of productivity models for the education staff and assists with coordination of the ADA Recognition process.

Hours are Monday-Friday 7:30 am-4:00 pm.

Qualifications:
- Bachelor of Science degree or equivalent experience
- Two years of experience working with health care professionals in a clinical health care delivery system
- Demonstrated competency with complicated scheduling systems, preferably in a fast-paced, clinical environment
- Demonstrated competency in written and oral communication skills

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- Demonstrated exceptional organizational and multi-tasking skills
- Flexibility to adapt to changes in daily routine
- Solid administrative skills, including fluency in MS Word and advanced knowledge of MS Excel and MS PowerPoint

R2750-15 **Coordinator, Provider Scheduling (Joslin Adult Diabetes Clinic)**
The Provider Scheduling Coordinator (Adult Diabetes Clinic) will coordinate and manage master provider schedules in Adult Diabetes.

In this role, you will work collaboratively with specialty clinics within AD to ensure adequate coverage is provided and will actively assign hospital coverage, weekend call, night call, holiday call, and MOD call assigning coverage equitably and following the allocation guidelines. Facilitate and coordinate the in-patient hospital program to ensure quality care, timely follow-up of discharged patients and meaningful quality metrics. Work collaboratively with Care Connection and Joslin inpatient staff to streamline discharge process and follow-up care.

**Qualifications:**
- Associate’s Degree
- 5 years experience with automated scheduling system, including registration and insurance verification
- Understanding and proven track record of good customer service skills
- Proficient in excel and access spreadsheets

R2656-15 **Nutrition Educator (Latino Initiative)**
The Nutrition Educator for the Office of Multicultural Health/Latino Initiative/Education has direct responsibility for the assessment, planning, implementation and evaluation of the patient centered diabetes education program for the Office of Multicultural Health.

Collaborates with other educators in identifying the 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.

**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

R2747-15 **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

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RESEARCH

R2746-15 Clinical Research Nurse Coordinator
The Clinical Research Nurse Coordinator will provide age specific care to adults and children, with or without diabetes mellitus in a collaborative practice, by using competencies in history taking, assessment and interpretation of laboratory results and related diagnostic tools for purposes of screening and safety assessments of subjects participating in clinical research studies. Care provided focuses on the management of diabetes and endocrine disorders, risk identification and reduction, and education. The Clinical Research Nurse Coordinator 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. This role’s hours are Monday-Friday 7:00 am - 3:30/4:00 pm range.

Qualifications:
EDUCATION:
- BSN
- Current MA RN license
EXPERIENCE:
- Minimum of 1-2 years of nursing experience
- Experience in diabetes management preferred
SKILLS:
- 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.
- Demonstrated competence in the following clinical care procedures-Oral Glucose Tolerance Test (OGTT), Intravenous Glucose Tolerance Test (IVGTT) and Frequent Sample IVGTT, Graded Glucose Infusion (GGI) and Insulin Clamp procedures.

R2701-15 Administrative Coordinator, Clinical Research Center
The Clinical Research Center Administrative Coordinator provides support to the CRC Nurse Manager and the Section Head of Clinical Research. Working collaboratively with other support staff, s/he maintains office operations and communications and moderates patient flow into the unit. The Coordinator also maintains and organizes database of equipment, maintenance, supplies and billing; records and tracks budgets, invoices and files. Support efforts to keep all CRC activities functioning smoothly. The CRC Administrative Coordinator provides administrative support to the Section Head, Section on Clinical, Behavioral and Outcomes Research as well as the laboratory and staff for this Investigator. S/he must handle many requests and projects independently. Hours are Monday-Friday 7:30 am-4:00 pm.

Qualifications:
- Associate’s degree or two years of college
- Minimum 2 years of relevant work experience required, preferably in a clinical research setting
- 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.

N2593-15 Assistant/Associate Professor of Microbiology & Immunobiology Metabolism/Microbiome
The Joslin Diabetes Center, Boston, Massachusetts, invites applications from laboratory-based investigators with a focus on understanding reciprocal interactions between the microbiome and metabolism. The successful applicant will be recommended for full-time appointment as a tenure-track Assistant or Associate Professor, commensurate with accomplishments. This individual will develop an independent research program aimed at mechanistic investigations that will clarify the influence of microbiota on metabolic disorders and the development of diabetes and its complications, collaborating closely with faculty at the Joslin and Harvard Medical School interested in obesity, autoimmunity and inflammation. The candidate will be based at the Joslin Diabetes Center and will be a member of the Department of Microbiology and Immunobiology, Harvard Medical School. This position includes a highly competitive compensation and laboratory start-up package. Applicants must have an MD and/or PhD and a proven track record of outstanding, innovative research.

In addition to applying via the Joslin website, interested candidates should also submit curriculum vitae, reprints of up to three of their most significant publications, a brief statement of present and future research plans (3-5 pages), and three letters of reference to Professor Amy Wagers, Chair of the Search Committee. Materials should be submitted via email to:

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(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. M.A. or M.S will also be considered
- 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.
- Valid driver's license (clean driving record)
- 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.

R2727-15 Research Assistant: Part-Time (Islet Cell and Regenerative Biology)
The Wagers laboratory (http://www.joslin.org/diabetes-research/amy_j_wagers.html) at the Joslin Diabetes Center is seeking a highly motivated, bright, organized individual to join our ongoing efforts to uncover the molecular mechanisms that regulate hematopoietic stem cell activation, mobilization, malignant transformation and aging. Our lab combines cutting-edge proteomic and cytometric techniques with animal and cell culture models.

The Wagers laboratory is an active site of the Joslin Diabetes Center and is a core part of the Harvard Stem Cell Institute and the Department of Stem Cell and Regenerative Biology at Harvard University.

The Research Assistant will be supervised, but will be expected to organize work flow and perform experiments independently. The research assistant will be expected to develop proficiency in molecular biology techniques, flow cytometry, histology, mammalian cell culture, and animal studies. Responsibilities will also include maintenance of mouse colonies, including basic husbandry, genotyping of mouse strains, and assistance with cell and tissue harvesting and analysis and transplantation and engraftment experiments in mice.

This is a 30 hour/week part-time position (benefits eligible) with flexible hours. Our ideal candidate will be able to dedicate 2 years to the role.

This is a great transition opportunity for a graduating undergraduate student interested in pursuing a graduate or medical education after 2 years. Previous Wagers lab technicians have been co-authors on several papers and are now in highly competitive medical and graduate school programs.

Qualifications:
- Bachelor’s degree, preferably with formal study in biological sciences, biochemistry, molecular biology, or related discipline; MA or MS in these areas will also be considered
- Significant previous undergraduate or post-graduate lab experience, particularly with animal husbandry, molecular biology (PCR), and/or mammalian cell culture. Laboratory work undertaken as part of an introductory “survey” course in college is insufficient. (As a rough estimate, the successful applicant will have spent greater than 500 hours working in a laboratory setting.)
- The successful applicant will be energetic, inquisitive, highly motivated, and responsible.
- S/he must have very strong organizational and communication skills, an ability to recognize and prioritize responsibilities, and the ability to work hard – both independently and collaboratively.
- Must have a working knowledge of cellular and molecular biology (both principles and techniques) and the ability to apply this knowledge.
- Must be willing to work extensively with animals and animal and human tissues.

College transcripts and letters of reference will be needed upon request.

R2753-15 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)

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- 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.

N2745-15  Senior Study Coordinator (Immunobiology)
This Senior Study Coordinator will interface with the Principal Investigator, Clinic and Center personnel to coordinate efforts for multiple (generally 10+) concurrent clinical trials.

**Qualifications:**
- Associates Degree in health care field plus experience or a BA/BS degree in a related field.
- Minimum 5 years work in clinical research environment with experience in patient recruitment.
- Prior experience managing multiple clinical trials.
- Clinical research certification such as Certified Research Study Coordinator from the Association of Clinical Research Professionals or Certified Clinical Research Professional from the Society of Clinical Research Associates is strongly preferred.
- Demonstrated computer skills for major office applications (i.e. Microsoft Office including Word, PowerPoint, Excel and Outlook), databases, and technology to track coordinate and administer multiple concurrent clinical trials.
- Knowledge of clinical, research, and federal grant regulations to ensure accurate execution of protocols and preparation of all documentation.
- Excellent interpersonal, organizational skills, and communication skills.
- Ability to maintain confidentiality.
- Skill in working independently and following through on assignments with minimal direction.
- Ability to manage administrative complexity arising from multiple concurrent studies.
- Flexible schedule as necessary to accommodate study patients and recruitment activities.

**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.

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