

### **Instructions for Applicants**

If you identify a position you are interested in and for which you meet the minimum qualifications, please e-mail your resume to [careers@heart.thi.tmc.edu](mailto:careers@heart.thi.tmc.edu). Please be sure to include the Requisition Number and Job Title in the subject line of the e-mail.

Submitting your resume will enter you into a pool of "job seekers" for consideration for the position(s) in which you are expressing interest. You will only be considered an "applicant" at Texas Heart Institute for the position(s) you selected if it is determined that you meet the minimum qualifications listed for each such position.

### **Executive Secretary , THI- Administration (Requisition No.1679779) 8:00 am- 5:00 pm**

Answers incoming calls, evaluates the nature of calls and/or departmental inquiries exercising independent decisions to determine necessary action, maintains & manages meeting & travel schedules for Chief of Cardiology, deals with confidential information, interacts with the public, executive staff, physicians and Institute personnel, drafts correspondence and reports as directed, coordinates various group meetings (i.e. arranging conference calls, agendas, etc.), collects & distributes mail, orders office supplies & office equipment, organizes, maintains & updates departmental files, and performs other related duties and/or special assignments requiring specific deadlines as they occur.

#### **Minimum Job Qualifications:**

Minimum Education: High School required; some college preferred

Minimum Years in related field: 6 years

A minimum of six years support staff experience at an executive level. Proficiency in Microsoft Office (Word – Excel – PowerPoint) with excellent verbal & written communication skills, the ability to work independently and demonstrate professional demeanor while interacting with physicians, other office personnel, and the public; must be highly organized and detail oriented.

### **Research Coordinator Assistant; THI Affiliates (Requisition No. 1681403) Day shift**

The Research Coordinator Assistant assists clinical research coordinators with day-to-day tasks for clinical research studies. Duties include helping research coordinators hospital staff and others with scheduling research-related tests for human subjects enrolled in clinical trials study subject follow-up collection and documentation of research study data and maintenance of study folders and files.

Minimum Education: Two Year Degree

Minimum years in field previous to employment: 1

Associates Degree or higher preferred. Experience with public/patient/guest relations necessary. Must be extremely organized and accurate with proficiency in PC skills; Microsoft Word, Excel, PowerPoint, Access. Must have excellent customer service skills and good oral and written communication skills. Ability to solve problems and work efficiently with minimal daily supervision.

### **Research Pathologist, THI- Pathology Services (Requisition No.1679788) 8:00 am- 5:00 pm**

The Texas Heart Institute (THI) is seeking applications for the position of Research Veterinary Pathologist in the Cardiovascular Pathology Research Department, a GLP-compliant facility. Responsibilities include: 1) technical advice and assistance to investigators during protocol development; 2) necropsy procedures; 3) macroscopic and microscopic analysis; and 4) collaborative and independent research.

Applicants must have a D.V.M. or equivalent degree, and should be licensed or eligible for license in the State of Texas. The ideal candidate will be capable of interpreting electron microscopy images (TEM and SEM), have board certified in anatomic veterinary pathology, and demonstrate excellent communication skills. To apply, send letter of career goals, curriculum vitae and names of three references to [careers@heart.thi.tmc.edu](mailto:careers@heart.thi.tmc.edu)

**T.H.I. Clerical Assistant, THI Coronary Artery Anomal (Requisition No. 1681731)**

**8:00am- 5:00pm**

This position supports activities across all CCAA work processes. Attention to detail and error-free execution is required in the handling of confidential and other information related to the research and other activities of the Center. Specific operational tasks may vary with time and are assigned as required.

Minimum Education: High School/GED

Minimum years in field previous to employment: 1

Preferred number of years in field: 2

Preferred Education: Two Year Degree

Applicant must be proficient and have a good working knowledge of Microsoft Office software; Word, Excel, PowerPoint, and data base tools. Candidates for this position are expected to show an ability to learn, orderly handling of tasks, and effective collaboration as part of a team. Applicant must possess excellent intrapersonal communication and writing skills.