



Position Title: Veterinary Research Assistant

Department: Canine Lifetime Health Project

Reports to: Study Operations Lead

Position Summary:

Provide day to day support for study operations for the Golden Retriever Lifetime Study

About Morris Animal Foundation: Morris Animal Foundation is a global leader in supporting research aimed at improving the lives of companion animals and wildlife. Since our founding in 1948, the Foundation has invested more than \$155 million in more than 2,700.

The Golden Retriever Lifetime Study is the largest and most comprehensive prospective study ever undertaken in veterinary medicine. The Study, which was launched in 2012 and follows over 3,000 dogs throughout their lifetime, is funded and managed by the Morris Animal Foundation. The goal of the Study is to identify risk factors associated with development of cancer and other major diseases in dogs.

The Foundation has an exciting opportunity for a Veterinary Research Assistant, who will be part of the Golden Retriever Lifetime Study team that supports day to day study operations.

The primary duties of this job include:

- Engaging with participating dog owners and veterinarians by phone and email, to field study questions and requests, and to provide appointment and other reminders;
- Fulfilling scheduled daily shipments of study kits to participating dog owners and/or veterinarians, and responding to unscheduled requests as needed;
- Assisting Operations team with study supply inventory, including data entry and supply staging;
- Investigating, locating and retrieving tissue specimens from clinical laboratories, for use in pathology confirmation and future research studies;
- Maintaining study databases and tracking spreadsheets;
- Other duties as assigned.
- Promote and adhere to Foundation Core Values: Excellence, Respect, Compassion, Collaboration, Innovation, and Determination.

Required Experience:

This position requires a bachelor's degree in a life science discipline with direct experience in customer service, or four or more years of experience as a veterinary technician.

Required Skills:

- Strong customer service skills, with the ability to communicate professionally via phone and email;
- Team-oriented worker who is able to flexibly adapt in a dynamic research environment;
- Able to follow standard operating procedures and checklists with high accuracy;
- Able to quickly learn and use new software and databases;



Position Specifications:

Full time, exempt, non-supervisory position

This position is expected to start in January 2020.

Morris Animal Foundation offers competitive pay with ample growth and professional development opportunities for its employees. A full benefits package includes paid employee health, dental, vision, STD, LTD, life insurance as well as a matched 403b, an LSA and our favorite benefit, dogs in the office. Come be a part of a compassionate and collaborative organization that is bursting with pride for its mission!

Please email your resume, cover letter and salary requirements in a word document or pdf, labeled with your complete name to Lisa Whipple at lwhipple@morrisanimalfoundation.org. Please list Veterinary Research Assistant in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**