



**Position Title:** Veterinary Research Assistant

**Department:** Canine Lifetime Health Program

**Reports to:** Director, Golden Retriever Lifetime Study

**Position Summary:** Participates in the Golden Retriever Lifetime Study operations team responsible for data collection, quality control and participant support activities.

### **About Morris Animal Foundation**

Established in 1948, Morris Animal Foundation is dedicated to improving and protecting the health of animals through scientific innovation, education and inspiration. Our investment in research has yielded life-saving vaccines, new treatments for critical diseases, superior screening tests, and advanced diagnostic tools. We respond to emerging animal health threats that endanger entire species and make new discoveries in basic animal biology to support applied research. With every study we fund - more than 2,600 to date - we strive to advance the science of veterinary medicine, honoring the founding principles of Dr. Mark L. Morris Sr. to benefit animals worldwide.

### **Golden Retriever Lifetime Study**

The Golden Retriever Lifetime Study is one of the largest, most comprehensive prospective canine health studies in the United States. The Study's purpose is to identify the nutritional, environmental, lifestyle and genetic risk factors for cancer and other diseases in dogs. Each year, with the help of veterinarians and dog owners, the Foundation collects health, environmental and behavioral data on 3,000+ enrolled golden retrievers.

### **Position Essential Functions**

- Engage with participating dog owners and veterinarians by phone and email, to field study questions and requests, and to provide appointment and other reminders.
- Fulfill scheduled daily shipments of study kits to participating dog owners and/or veterinarians and respond to unscheduled requests as needed.
- Assist Operations team with study supply inventory, including data entry and supply staging.
- Investigate, locate and retrieve tissue specimens from clinical laboratories, for use in pathology confirmation and future research studies.
- Maintain study databases and tracking spreadsheets.
- Adhere to the Foundation's safety policies and procedures and encourage others to do the same.
- Participate in building a culture of accountability, performance and trust.
- Promote and adhere to Foundation Core Values: Excellence, Respect, Compassion, Collaboration, Innovation, and Determination
- Other duties as assigned.



### **Position Requirements**

- Bachelor's degree in a Life Sciences discipline and direct evidence of a strong interest in animal health through work or volunteer activities.
- Strong customer service skills, with the ability to communicate professionally over the phone and in writing.
- Team-oriented and able to successfully work with people from diverse backgrounds.
- Excellent organizational skills.

### **Benefits**

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!

**Position Specifications:** Full time, exempt, non-supervisory position

Please email your resume, cover letter and salary requirements in a Word or PDF document, labeled with your complete name to Lisa Whipple at [lwhipple@morrisanimalfoundation.org](mailto:lwhipple@morrisanimalfoundation.org). Applications received before May 8, 2020 will be prioritized. Please list **Veterinary Research Assistant and your name** in the subject line of your email. Incomplete and/or inaccurate applications will not be considered.