



Position Title: Study Engagement Assistant (Part-Time)

Department: Scientific Programs

Reports to: Veterinary Research Manager

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.

The Foundation has an exciting opportunity for a **part-time Study Engagement Assistant** who will be part of the Study Operations team.

Primary Job Duties

- Engaging with participating dog owners and veterinarians by phone and email for daily reminders about upcoming appointments and completion of Study questionnaires
- Responding to incoming calls and emails from dog owners and veterinarians regarding Study operational procedures during Contact Center hours
- Maintaining study databases and tracking spreadsheets
- Requesting medical records and tissue specimens for use in pathology confirmation and future research studies
- Responding to unscheduled kit requests as needed and escalating to the fulfillment team
- Participating in building a culture of accountability, performance and trust
- Promoting and adhering to Foundation Core Values: Excellence, Respect, Compassion, Collaboration, Innovation, and Determination
- Other duties as assigned



Qualifications

The position requires evidence of a strong interest in animal health through work or volunteer activities. Experience as a veterinary receptionist/technician and/or in a contact center is a plus.

Required skills include:

- 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 and time management skills
- Excellent computer skills with the ability to adapt to new databases and maintain spreadsheets
- Able to follow standard operating procedures and checklists with high accuracy

Position Specifications: Part-time, remote, non-exempt.

Salary Range: \$14.50-\$18 per hour depending on experience.

Benefits

Morris Animal Foundation offers competitive pay with ample growth and professional development opportunities for its employees. Part-time employees will receive a matched 403b retirement account and a lifestyle and fitness reimbursement, work from home equipment reimbursements and paid sick and parental leave. 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 or PDF document, labeled with your complete name to Lisa Whipple at lwhipple@morrisanimalfoundation.org. Please list **Study Engagement Assistant** in the subject line of your email. Incomplete and/or inaccurate applications will not be considered.