

The Lieber Institute for Brain Development – Neuropathology Division

Location: Santa Clara, CA

A little about us:

The Lieber Institute for Brain Development (LIBD) was conceived from the realization that a new approach is needed to fully exploit the unprecedented opportunities to accomplish the critical goal of helping affected individuals and their families. The LIBD aims to transform the research landscape in two ways: by providing new tools for scientific discovery and by developing new collaborative approaches to achieve our ambitious mission.

The mission of the Lieber Institute for Brain Development is to translate the understanding of basic genetic and molecular mechanisms of schizophrenia and related developmental brain disorders into clinical advances that change the lives of affected individuals. We are an independent 501(c)(3) medical research institute located in the Bioscience Park on the campus of the Johns Hopkins School of Medicine and Hospital.

Job Summary:

Oversees the management of the Santa Clara Branch of LIBD.

Duties and responsibilities:

- Identifying cases at the ME's office
- Calling/interviewing families,
- Collecting and curating the brains,
- Preparing and shipping the tissue and accessories to LIBD in Baltimore,
- Collecting records and documents, and writing narratives for all cases collected in California.
- Maintain and coordinate the databases for California cases between the ME office and Lieber.
- Protocol management for all five LIBD brain collection sites,
- Project management and coordination as needed, and other
- Miscellaneous research and writing projects directed by the Chief Medical Officer and other Senior Scientific Staff

Education and Experience Requirements:

- B.S. degree in pathology, clinical laboratory sciences, or related field is required. M.S. degree is preferred.
- A minimum of 3 years experience in a research or biotech environment is required.
- Knowledge of federal, state and local laws and regulations regarding tissue collection and HIPAA
- Excellent listening, verbal, and written communication skills Detail-oriented with excellent organizational skills and multi-tasking abilities
- Proficient in Microsoft Word, Excel and PowerPoint
- Ability to confidentially manage medical related information and demonstrate ethical and professional conduct at all times

EEOC Statement: The Lieber Institute for Brain Development is proudly an equal employment opportunity and equal professional advancement employer. Employment decisions at the Lieber Institute for Brain Development are based on merit, qualifications, and abilities. It is our policy that the Lieber Institute does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.

To Apply: Please send your CV and cover letter to jobs@libd.org with “Site Coordinator - California” in the subject line.