

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. 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.

CSS Specialist , THI- Affiliates (Requisition No.1681021) 8:00 am- 5:00 pm

The Circulatory Support Specialist assists with the set up, operation, and maintenance of mechanical circulatory support systems, and performs hemodynamic profiles for assessment of critically ill patients.

Provide technical support for all mechanical circulatory support systems (MCS), including ventricular assist devices. With the guidance of the Coordinator or other experienced CSS Specialist, assist physicians with the implementation of the MCS systems by assembling pumps according to the manufacturers' recommended procedures, operate and maintain devices and related hardware. Perform hemodynamic profile determinations as ordered by physicians. Assist research staff with investigational MCS devices and study protocols including monitoring and data entry. Assist with the transport of patients receiving support with MCS systems Maintain cleanliness and storage of all MCS device related supplies

Minimum Job Qualifications

Minimum Education: Two Year Degree

Minimum years in field previous to employment: 1 year

Licensure, Certification and/or Registration: Advanced Cardiac Life Support (ACLS, completed before or soon after employment in 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 Coordinator RN, THI- CV Surgery Research (Requisition No. 1681317) Day shift

This position is responsible for the solicitation, organization, implementation, and all follow-up of FDA compliance and completion of research projects for the Center for Cardiac Support. Workflow will be self-initiated, and will be determined by the current protocols and time limits for completion.

Minimum Job Qualifications:

Minimum Education: Two-year Degree
Preferred Education: Four Year Degree
Minimum years in field previous to employment: Three years
Requires a nursing degree with Texas licensure. 3–5 years ICU or Cardiac Cath Lab nursing experience preferred. Clinical Research is preferred. Excel, Word, excellent oral and written communication skills are necessary. Licensure, Certification and/or Registration (LCR): Registered Nurse, RN

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