

**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](mailto: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.

**Clinical Perfusionist, THI Pump Team CPPA (Requisition No. 3684) PRN**

A Clinical Perfusionist provides cardiopulmonary support for patients undergoing open heart surgery and major thoracic surgery.

**Minimum Job Qualifications**

Minimum Education: Four-year degree is required by all perfusion schools for entry into perfusion

Minimum years in field previous to employment: One year of experience is preferred. This may include perfusion school experience

Licensure, Certification, and/or Registration (LCR)

Certified Clinical Perfusionist (C.C.P.) and Licensed Perfusionist (L.P.) are required or a Provisional License can be used until the new graduate passes both sections of the ABCP exams.

**CSS Specialist I (Requisition No. 5442) 7:00 am -7:00 pm**

Under the guidance of a CSS II or a Senior CSS Specialist, the CSS Specialist I will provide technical support for all non-investigational mechanical circulatory support systems, assist physicians with implementation of the MCS systems by assembling pumps according to the manufacturer recommended procedures. The CSS Specialist I will also respond rapidly to the need for the initiation, maintenance or troubleshooting of all MCS systems in the OR, ICU, CCU, Cath Lab and EC and complete departmental documentation for record keeping and patient charges.

**Minimum Job Qualifications:**

Associate’s degree in health related field and minimum one year in the field.

A knowledge of cardiovascular pathophysiology and anatomy is preferred.

BCLS and ACLS certified within one year of employment, required

**Department Secretary (Requisition No. 7596) 8:00am- 5:00pm**

The Department Secretary functions as the department receptionist and greets visitors to the department. Duties will include answering telephone calls, paging staff to notify them of emergencies when appropriate, processing all material requisitions for CSS and Clinical CVSR, organizing and maintaining department files, assisting departmental personnel with writing correspondence and making copies, assisting with catering requests and scheduling meetings, and other duties as may be assigned by the Assistant Director, Manager or VP or Research Administration.

**Minimum Job Qualifications:**

Minimum Education: High School Diploma/GED; Associates Degree preferred

Minimum years in field previous to employment: One year of experience is required; experience in a hospital setting is preferred.

Skills Testing: Word, Excel

**Director of Public Affairs (Requisition No. 6895)****8:00am- 5:00pm**

Implements a planned course of action that will keep the public informed about the Texas Heart Institute, its innovative programs in cardiovascular research and education, and the members of its Professional Staff. Develops public interest, understanding and goodwill, and provides a central source of information for the public and the media. Areas of responsibilities:

- Media Relations
- Public Affairs
- Official and Executive Communications
- Speaking Engagements

**QUALIFICATIONS**

- Four Year Degree, MA/MBA preferred
- Ten years of public relations experience, 5 years management experience, preferably in a non-profit healthcare. Familiarity with Houston market is a major plus.
- Complete understanding of and leadership experience in public affairs.
- Excellent verbal and written communication, influence and negotiation skills.
- Experience building strong relationships with constituents

**Histology Research Tech - Part-time, Temporary (Requisition No. 6834)****8:00am -5:00pm**

The Histology Research Technician in the Department of Cardiovascular Pathology at THI prepares samples requiring plastic processing, embedding, sectioning, and staining, and performs other routine tissue processing.

**Minimum Job Qualifications:**

Associate's degree and at least 3 years experience in plastic microtomy

**Medical Records Abstractor (Requisition No.7584)****8:00 am – 5:00 pm**

The position has the responsibility of abstracting detailed data from the medical records of patients undergoing treatment for cardiovascular diseases. Data is entered, updated and edited, into the Texas Heart Institute Research Database registry for medical research purposes. Knowledge of medical terminology and relational databases is required.

**Minimum Job Qualifications:**

Minimum Education: One to two years of college or technical school degree (ART or RRA)

Minimum years in field previous to employment: 1 - 3 years experience in medical records or medical field

Microcomputer skills: Knowledge of MS Windows and MS Office

**Research Associate (Requisition 7593)**

**8am -5pm**

The Research Associate in the Department of Molecular Cardiology at THI assists the lab director and others scientists with basic research experiments.

**Minimum Job Qualifications:**

Minimum Education: BS/MS degree in biochemistry, cell biology, pharmacology or a related field  
Minimum in years previous to employment: Five years of relevant laboratory experience  
Must have demonstrated experience in recombinant DNA techniques, flow cytometry, protein biochemistry, immunohistochemistry and cell culture. Other qualifications include excellent communication and team skills.

**Research Coordinator RN, THI- CV Surgery Research (Requisition No. 5887) 7:30 am- 4:00 pm**

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. Excel, Word, experience with research. Excellent oral and written communication skills are necessary.  
Licensure, Certification and/or Registration (LCR): Registered Nurse, RN

**Sr. Scientific Medical Editor/Writer ( Requisition No. 6693)**

**8:00 am -5:00 pm**

The section of Scientific Publications is seeking a senior scientific medical editor/writer. The person in this position will be responsible for editing and writing all types of scientific publications and for managing publications projects.

**Minimum Job Qualifications:**

Minimum Education: A bachelor's degree in English, Journalism or Science is required  
Preferred Education: Graduate degree is preferred  
Applicants must have excellent written, editorial, and project management skills. Applicants should also have 7 years experience, with 5 years in medical editing/writing or commensurate academic or research experience. Advanced degree qualifies for experience.