



JOB DESCRIPTION

Job Title: Research Procurement Coordinator
Prepared By: Human Resources
Reports to: Director of Research
Approved By: VP of HR
FLSA Status: Non-Exempt
Date: Feb 2019

Donor Network West's mission is to save and heal lives through organ and tissue donation. We honor and respect the donors and families we serve with compassionate care, and inspire our communities to donate life. Every employee at DNW is responsible for fostering an organizational culture that is based on collaboration, support, and service. This includes being a proactive team player who strives for excellence by upholding the Donor Network West's core values of Teamwork, Integrity and Passion.

GENERAL JOB FUNCTION

Procurement Coordinator – Research is involved in successful execution and completion of all DNW's service to local and national research institutions and work towards maximizing DNW's goal to increase its involvement in clinical research applications.

JOB DUTIES AND RESPONSIBILITIES

- Participates in tissue procurement for research Works as needed in the DNW Wet Laboratory to prepare internal and external research protocols.
- Process human tissue samples and maintain an inventory of collected samples. Ensures that the wet laboratory follows all applicable regulations governing working with human tissue samples.
- Additional responsibilities and projects as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The qualifications listed are representative of the knowledge, skill, and/or ability required. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- Ability to communicate with DNW staff and scientists.
- Ability to procure, package, and ship research samples in an expedited fashion.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Laboratory Science or equivalent plus at least 1 year of work experience.
- Experience in procuring human organs is necessary.

PHYSICAL DEMAND OF WORK

On file in Human Resources.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received and reviewed the job description for my position and I feel that I can meet the requirements with or without reasonable accommodations. I understand that this job description is intended to describe the general content and requirements of the job and that it is not an exhaustive list of all duties, responsibilities and requirements of this position. I understand that Donor Network West has the right to revise this job description at any time.

Employee
Signature:

Date:

Employee Name
(Print):

Date:
