



## Position Description

Job Title: Anatomy Lab Supervisor	
Department: Biomedical Affairs	Date: March 2021
FLSA: Exempt or Non-Exempt	Work Location: Louisiana Campus
Employee Category: T/R Faculty or Classified Staff	Work Schedule: M-F, 8a – 5p
Reports to: Associate Dean for Biomedical Affairs and Discipline Chair for Anatomy	Percent Employment: 100%
Direct Reports: n/a	

- I. **Job Summary:** The candidate will assist in the daily operations of the VCOM-Louisiana Campus anatomy lab. Duties will include; but not be limited to cadaver maintenance, inventory of lab supplies (to include ordering), assist faculty with research projects and plastination of anatomical specimens, assist medical students in the lab and overall lab maintenance.

II. **Job Duties:**

1. Responsible for overall maintenance of the anatomy lab
2. Coordinate the yearly delivery, inventory and final disposal of cadavers
3. Maintenance and ordering of Anatomy Lab supplies
4. Assist with set up and running of laboratory practicals
5. Coordination and maintenance of the safety lab activity manuals to include required reporting of injuries, Material Safety Data Sheets and other appropriate documentation.
6. Report to the safety officer of the College and attend training sessions to remain up-to-date on policies and regulations
7. Coordinate high school anatomy visits and with the summer anatomy camp as assigned
8. Perform other duties as assigned

III. **Required Qualifications:**

Education: Bachelor's degree in science related field or equivalent experience.  
Licensure or certification: n/a

Skills important to this position:

- Excellent interpersonal and communications skills
- Strong team player
- Commitment to company values
- Basic computer proficiency, especially in PowerPoint
- Knowledge of human anatomy
- Knowledge of dissection skills in human anatomy

Preferences may be given to applicants who possess a Master's Degree or Ph.D. in Science or Education

**Successful candidate will be subject to a criminal history background check.**

**Regular, reliable or predictable attendance is an essential function of the job.**

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. Standing at the dissection table will occur frequently. The employee must occasionally lift and/or move up to 200 lbs. The lab environment will contain cadavers which will emit fumes and odors as outlined in the MSDS.

Work environment: Office environment. Outside travel required 0% to 5% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

**This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgment and discretion regarding matters of significance.**

**Employment with VCOM is "at-will". This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the "at-will" employment status of VCOM employees.**

- V. The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected and VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approvals:**

Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Division Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

President: \_\_\_\_\_

Date: \_\_\_\_\_