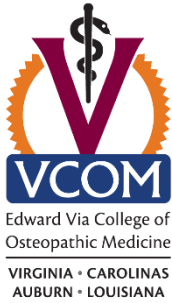


Position Description



Job Title: Anatomy Lab Director	
Department: Biomedical Affairs	Date: November 2021
FLSA: Non-Exempt	Work Location: Virginia Campus
Employee Category: Classified Staff	Work Schedule: M-F, 40 hrs./wk.
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 oversee the operations of the VCOM-Virginia Campus anatomy lab including, but not be limited to, oversight and providing cadaver maintenance, assuring the inventory of lab supplies (to include ordering), and assuring lab safety policies are up to date and followed. The position will also include providing assistance to students in the laboratory as faculty at the instructor level. The position will assist faculty in research projects where appropriate. The candidate will assist with plastination of anatomical specimens when this occurs.
- II. **Job Duties:**
1. Responsible for overall laboratory maintenance and safety of the anatomy lab, reporting to the Chair for these duties.
 2. Coordinate the yearly delivery, inventory and final disposal of cadavers
 3. Maintain, organize, and re-ordering of all Anatomy Lab supplies
 4. Assist with set up and running of all laboratory practical exams
 5. Coordinate and maintain the lab safety according to the lab activity manuals to include assuring policies are followed and the required reporting of injuries, the Material Safety Data Sheets and other appropriate documentation is maintained.
 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 and oversee the laboratory during these activities
 8. Assure the anatomy laboratory remains clean, organized, and ready for instruction.
 9. Oversee and providing cadaver maintenance, working closely with the Chair on the appropriate maintenance.
 10. Assuring the inventory of lab supplies (to include ordering).
 11. Serve as faculty at the instructor level in the anatomy laboratory, attending all lectures and laboratories in the first year and assisting in laboratory instruction after that time.
 12. Assist in faculty research projects where appropriate and participate in the scholarly activity of that research.
 13. The candidate will assist with plastination of anatomical specimens when this occurs.
 14. Perform other duties as assigned by the Chair.

III. **Required Qualifications:**

Education: Master's degree in Biomedical Sciences that includes Anatomy and Physiology as a part of that curriculum.

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: Preferences may be given to applicants who have the following skills or attributes. Master's Degree in Biomedical Sciences or Related field. An Educational focus of the degree is a plus.

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.

Educational assistance applies to those working to advance their degrees with part-time College work consistent with Anatomy and Physiology and/or Education.

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. **VCOM Core Values:** 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: _____