Position Description

<table>
<thead>
<tr>
<th>Job Title: Anatomical Sciences Lab Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Biomedical Affairs and Research</td>
</tr>
<tr>
<td>Date: April 2020</td>
</tr>
<tr>
<td>FLSA: Exempt</td>
</tr>
<tr>
<td>Work Location: Louisiana Campus</td>
</tr>
<tr>
<td>Employee Category: T/R Faculty</td>
</tr>
<tr>
<td>Work Schedule: M-F, 8:00am – 5:00pm</td>
</tr>
<tr>
<td>Reports to: Discipline Chair for Anatomical Sciences</td>
</tr>
<tr>
<td>Percent Employment: 100%</td>
</tr>
<tr>
<td>Direct Reports: N/A</td>
</tr>
</tbody>
</table>

I. **Job Summary:**
The candidate will assist in the daily operations of the anatomy lab. In addition, the candidate will perform instructional duties in the classroom and the lab, assist in research projects, and assist medical students inside and outside the lab on topics related to Anatomy.

II. **Job Duties:**
a. Serve as an Anatomy laboratory instructor  
b. Conduct prosections for the student learning process  
c. Prepare and conduct lectures as assigned by the Discipline Chair  
d. Coordinate the yearly delivery, inventory and final disposal of cadavers  
e. Maintenance and ordering of Anatomy Lab supplies  
f. Assist with set up and running of laboratory practicals  
g. Contribute to the maintenance of the safety lab activity manuals to include required reporting of injuries, Material Safety Data Sheets and other appropriate documentation.  
h. Report to the safety officer of the College and attend training sessions to remain up-to-date on policies and regulations  
i. Assist, plan and participate in research related to the field  
j. Perform other duties as assigned.

III. **Required Qualifications:**
Education: Master’s degree in science related field

Skills important to this position:  
  o Excellent interpersonal and communications skills  
  o Strong team player  
  o Commitment to company values  
  o Basic computer proficiency, especially in PowerPoint  
  o Knowledge of human anatomy  
  o Knowledge of dissection skills in human anatomy

Preferences are given to candidates who have a PhD 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 required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to other campuses or meetings.

Work environment: Office, classroom, laboratory constitute working environments. Outside travel required up to 5% of time. The noise level in the work environment is usually minimal. The pace of the work requires a rapid pace to synthesize and organize large volumes of material, while prioritizing duties.

This position is classified as exempt, at the Professional level, because it requires the advanced knowledge of a “learned professional” in which to meet the job duty requirements.

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 polices. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. VCOM faculty/staff are expected as 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 others 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 of the institution may change the duties of
my department or the need for the position.

Employee Signature: ___________________________ Date: ________________

Approvals:

Division Officer: ___________________________ Date: ________________

Dean: ___________________________ Date: ________________

President/Provost: ___________________________ Date: ________________