Position Title: **Anatomy Lab Manager**

Department: Instruction

Reports to: Dean of Basic Sciences

Classification/ FLSA Status: N/A (Exempt) (Faculty)

Primary Function: The anatomy lab manager facilitates the smooth operation of the anatomy lab and ensures compliance with all related policies and procedures.

Key Responsibilities:

1. Participate in the teaching program in the lab by preparing and maintenance of human anatomical specimens (cadavers).
2. Maintain the laboratory facility as needed by lab organization, safety, policy enforcement and biohazard management.
3. Cadaver acquisition and disposal.
4. Cadaver dissection when necessary.
5. Scheduling lab study time and coordination of lab assistant schedule.
6. Provide logistical support required to assist faculty and students with their program needs.
7. Performs other duties as assigned by the department chair and dean of basic science.

Basic Knowledge and Skills:

1. Master's degree or higher in biology or a health-related field
2. Strong organizational skills
3. Ability to prioritize and coordinate intra- and interdepartmental projects effectively and autonomously
4. Ability to exercise judgment and discretion in interpreting and applying departmental policies and procedures
5. Ability to follow instructions as well as to take initiative
6. A desire to work in a service- and team-oriented environment
7. Ability to compose and prepare accurate reports, records and correspondence
8. Ability to communicate professionally, both orally and in writing
9. Ability to perform critical, deadline-driven tasks while maintaining a spirit of collegiality and enthusiasm
10. A commitment to and an understanding of the importance of confidentiality
11. Strong computer skill, such as using MS Office

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to move cadavers; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the chemicals level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____