

LOGAN UNIVERSITY

JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers master's degrees in sports science and rehabilitation, and nutrition and human performance that are accredited by the Higher Learning Commission of North Central. Other program offerings include undergraduate coursework including an Accelerated Science Program to help students complete their basic science coursework at an accelerated pace, offered in both online and on-campus formats, and two baccalaureate degrees- A Bachelor of Science degree in Human Biology and a Bachelor of Science degree in Life Science.

Logan's 112-acre wooded campus is located in Chesterfield, MO, a quiet residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC has selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at www.logan.edu.

Interested candidates please send resume to: resumes@logan.edu

Lab Manager: Full time M-F

SUMMARY: Logan University's Laboratory Manager will coordinate operations within the basic science laboratories under the direction of the Director of University Basic Sciences. Broad responsibilities of this position include the maintenance, monitoring, and administration of the Gross Anatomy laboratory facilities, including cadavers, cadaveric materials, osteology models, demonstration models, and radiological materials, as well as other basic science laboratory equipment and materials. The Lab Manager will also be expected to maintain a safety program related to use of cadavers, cadaveric materials, as well as other laboratory equipment. The ideal candidate should have an educational background that includes a Bachelor's Degree in biological science (anatomy or mortuary science preferred) and experience with management of cadaver based anatomy courses, Master's in Anatomy with Gross Anatomy experience preferred. Basic science laboratories support undergraduate and graduate course work. Our Gross Anatomy Laboratory is designed to provide support for both dissection and prosection based anatomy courses in chiropractic education and other health science related programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Demonstrate care and respect for the cadavers and cadaveric materials
2. Work collaboratively with the Basic Science faculty
3. Oversee the care and operations of the teaching laboratories
4. Purchase and maintains inventory supplies and equipment
5. Supervise Laboratory Attendants and Student Workers and ensure that they are trained

- on the correct use of lab equipment and safety regulations
6. Prepare specimens and anatomical teaching laboratories as directed by faculty
 7. Maintain accurate records regarding the receipt, issuance, and cremation of cadavers
 8. Know and follow rules, regulations and accepted practices for working with body donations
 9. Work as a liaison with the embalming and cremation team
 10. Prepare and store cadavers for proper storage
 11. Work as a liaison for the Tour of the Body
 12. Arrange and conduct tours of the laboratory facilities
 13. Perform general maintenance of gross dissection laboratory, skeleton, and anatomical models
 14. May operate and maintain biological waste incinerator
 15. Maintain proper safety records for all chemicals and equipment and assure compliance with all policies and regulations for laboratory safety
 16. Ensures that the laboratories are cleaned/sanitized and kept in an orderly manner
17. Participate as a Lab Assistant as directed by the Director of University Basic Science
18. Responsible for other reasonable and related duties as assigned

Competencies: To perform the job successfully, an individual must be dependable and have good inter-personal, time management and communication/organization skills and the ability to interact effectively with students, faculty, and staff.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Listed below are the knowledge, skills, and/or abilities required for this position, as well as the Physical Demands and Work Environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum of a bachelor's degree in anatomy, mortuary science, or like degree with preference to those candidates with Master's degree in Anatomy with gross anatomy experience; laboratory or mortuary experience. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Basic math skills required. Ability to define problems, collect data, establishes facts, and draw valid conclusions.

Salary:

Consistent with rank and commensurate with education, experience, and qualifications

Computer Skills: To perform this job successfully, an individual should have general knowledge of computers including word processing and spreadsheets.

Certificates, Licenses, Registrations: Required as appropriate to degree possessed.

Physical Demands: The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit and to use hands to type on computer, operate office equipment and handle books, files, documents, etc. Must be able to talk and hear to answer phones and when assisting

others. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and to stoop or kneel. The employee must occasionally lift objects weighing from 10 – 30 pounds and possibly up to 50 pounds. Close vision needed to use computer. Must have distance vision and depth perception for safety purposes.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment in this position is characteristic of a normal office environment. The noise level in the work environment is usually moderate.

NOTE: This job description in no way states or implies that these are the only duties to be performed. The employee will be required to follow any other instructions and to perform any other duties requested by his her supervisor.

An employee is expected to assist and provide coverage for coworkers during peak periods, vacation days or sick days at all locations, and to work with administration in the attainment of the College's missions and goals.