**Manager, Anatomical Laboratory Standard Job Description**

**Classification Title:** Manager, Anatomical Laboratory

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Anatomical Laboratory Manager, under direction, supervises the technical and administrative activities associated with the preparation and disposal of cadavers. Maintains departmental necropsy or gross anatomy laboratories, and maintains departmental equipment associated with the Gross Anatomy Laboratory and ancillary laboratories.

**Essential Duties and Responsibilities:**

**30% Preparation and Maintenance of Specimens and Labs**

* Maintains accurate records regarding the receipt, issuance, and disposal of cadavers.
* Cares for cadaver material in student tanks or cold rooms.
* Embalms, prepares, and stores cadaver materials.
* Prepares specimen and anatomical teaching labs for medical students.
* Oversees and assists with general maintenance and cleaning of laboratories.

**20% Coordination and Management**

* Oversees the care and operation of teaching laboratories.
* Makes final disposition of bodies and coordinates with local funeral homes.
* Serves as liaison between the College of Medicine and local funeral homes.
* Orders and maintains inventory for supplies and equipment.

**10% Operational Oversight**

* Oversees and manages the day-to-day operations of the lab.
* Maintains a clean, sterile, and safe laboratory.
* Completes yearly inventory and assists with inventory transfer forms as needed.

**10% Administrative Duties**

* Completes key request forms and keeps records of key assignments.
* Enters order and invoices in Aggie Buy and responds to inquiries related to entries.
* Communicates with other programs and performs cadaver transfers as necessary.

**10% Compliance and Record Keeping**

* Maintains complete and accurate records of receipt, distribution, storage, and final disposition of cadavers.
* Completes State Anatomical Board forms and formal communications with donor families.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of mortuary science principles and practices.
* Knowledge of general laboratory techniques, including laboratory safety techniques.
* Knowledge of blood borne pathogen safety precautions.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move moderate weight objects.

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**