

Position Title: Anatomy Teaching Coordinator

Department: Biomedical Sciences

Position Type: Staff

Job ID: 52579

Job Description:

The [College of Veterinary Medicine](#) at MU is on a mission to inclusively educate and train outstanding clinicians and scientists from diverse backgrounds, generate new knowledge, engage stakeholders, and foster economic growth, all of which promote and protect the health and welfare of animals and people. *Simply put, our mission is to Teach, Heal, Discover and Serve.*

The [Department of Biomedical Sciences](#) is dedicated to the mission of the University through excellence in teaching, preeminence in scholarship and research, and a commitment to effective leadership in professional service. These goals are achieved through daily contact with professional and graduate students involving didactic lectures, group interactions, and individual mentoring; significant contributions to science through innovative research; and leadership roles in professional activities within the University, among local and state agencies, and at the National/International level in professional and scientific societies.

We are seeking an **Anatomy Teaching Coordinator** to join the Department of Biomedical Sciences. This position is critical to and supports the teaching and research activities of the department and college by coordinating materials and space within the Gross Anatomy, Surgery, and Microscopic Anatomy Teaching facilities.

Typical responsibilities for this position include:

- **Assist instructors in the Gross Anatomy Laboratory during class.**
 - Obtain, prepare, and have Teaching specimens ready for lab each day, in conjunction with faculty.
 - Set up and run all video and audio equipment for laboratories and set up teaching modules for lab.
 - Handle and arrange for use of live animals if needed.
- **Determine, in advance, which specimens will be needed for classes, locate the appropriate specimens, and prepare them for demonstration.**
 - This includes embalming cadavers, preparing skeletal preparations, procuring fresh specimens, specimen maintenance, and handling live animals used in class.
 - Prepare anatomical Teaching materials including dissection of Teaching specimens, maintenance and repair of skeletons, and preparation of wet and dry specimens.
 - Determine age of animals in order to select the correct specimens for Teaching use.
- **Supervise and oversee the operation of the Gross Anatomy Laboratory and the Microscopic Anatomy Laboratory.**
 - Confirm that every use of the Gross Anatomy Laboratory, that involves animals, is covered by a current MU Animal Care and Use Protocol.

- Inventory, order and oversee the use of all hazardous chemicals commonly used by students in the Gross Anatomy Laboratory and the control of exposure to toxic chemicals. Meet with vendors to purchase hazardous materials.
- Maintain the Gross Anatomy Laboratory in professional condition, including sanitation and security.
- Maintain a computer inventory of Teaching specimens, equipment, and supplies.
- Supervise temporary and student employees.
- **Review literature and/or talk with colleagues at other universities to revise or create new methods for anatomical preservation and preparation.**
- **Other duties as assigned.**

Shift:

Typical hours are Monday through Friday: 8a to 5p.

Minimum Qualifications:

A Bachelor's degree or equivalent combination of education and experience and at least 1 year of experience from which comparable knowledge and skills can be acquired is necessary.

Preferred Qualifications:

Two years' experience in, or knowledge of, animal biology and/or basic knowledge of chemistry, and/or experience preparing anatomical teaching materials.

Anticipated Hiring Range:

Salary Range: \$18.50 to \$24.00 per hour

Grade: GGS- 008

University Title: Educational Program Coordinator II

Internal applicants can determine their University title by accessing the Talent Profile tile in myHR.

Benefit Eligibility:

This position is eligible for University benefits. As part of your total compensation, the University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, short- and long-term disability, paid parental leave, paid caregiver leave, and educational fee discounts for all four UM System campuses. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <https://www.umsystem.edu/totalrewards/benefits>.

Values Commitment:

We value the uniqueness of every individual and strive to ensure each person's success. Contributions from individuals with diverse backgrounds, experiences and perspectives promote intellectual pluralism and enable us to achieve the excellence that we seek in learning, research and engagement. This commitment makes our university a better place to work, learn and innovate.

In your application materials, please discuss your experiences and expertise that support these values and enrich our missions of teaching, research, and engagement.

Equal Employment Opportunity:

The University of Missouri System is an Equal Opportunity Employer. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, or protected veteran status, or any other status protected by applicable state or federal law. This policy applies to all employment decisions including, but not limited to, recruiting, hiring, training, promotions,

pay practices, benefits, disciplinary actions and terminations. For more information, visit <https://www.umssystem.edu/ums/hr/eeo> or call the Director of Employee and Labor Relations at 573-882-7976.

To request ADA accommodations, please call the Director of Accessibility and ADA at 573-884-7278.