**Job ID**

340952

**Location**

Twin Cities

**Job Family**

Research-Support

**Full/Part Time**

Full-Time

**Regular/Temporary**

Regular

**Job Code**

8352P3

**Employee Class**

Civil Service

**Title**

Education, Research, and Clinical Training Coordinator - Research Professional 3

**Special Notice for COVID-19**

The UMN has suspended hiring for most positions. However, we will continue hiring for positions critical to the University's mission and operations at this time. **Applications are being accepted for this position**and you are encouraged to apply. In-person interviews are suspended indefinitely and will be replaced by interviews in a virtual format. Thank you for your continued interest in working at the University of Minnesota.

**Qualifications**

**All required qualifications must be documented on application materials**

**Required Qualifications:**

* Bachelor's degree and two years of experience; an advanced degree; or a combination of related education and experience to equal six years.
* Previous experience working professionally and sensitively in an environment which routinely works with bereavement.
* Professional experience with medical terminology.
* Previous anatomy education, proficient anatomical knowledge.
* Ability to work well collaboratively and independently while functionimg compliantly and effectively in a regulated environment.
* Ability to maintain confidentiality of all donor related information and program interests, handle responsibilities ethically.
* Service oriented with creative problem solving abilities.
* Must be able to perform other physical requirements of the position which include assisting team members with moving donor remains at various points in the donation process; ability to lift minimum of 50 pounds and ability to stand for long periods of time.
* Must be proficient with arterial preservation procedures.

**Preferred Qualifications:**

* Professional experience with whole body donation.
* Previous experience with multitasking in a fast paced environment. Must be able to process a high volume of information accurately and adapt to workflow schedule changes while successfully handling multiple projects, work demands, meeting deadlines, and prioritizing work assignments
* Excellent computer skills.  Previous experience with word processing and computer applications (Work and Excel). Previous database experience and ability to easily learn new systems.
* Excellent written and oral communication skills.  Previous experience editing written material for accuracy, neatness, grammar, clarity, sentence structure, and aptness of thought.

**About the Job**

Duties/Responsibilities:

* Assist the Lab Manager and Director in the daily operations of the Anatomy Bequest Program including:

75%: Medical education, clinical skills and research support-

* Work with internal and external faculty, healthcare providers, and researchers to support their training and research-space, equipment, and anatomical material needs.
* Prepare laboratories for clinical training procedures and research studies and facilitate equipment needs or assistance during events.
* Assign and prepare program donors for medical education, training, and research events and effectively manage resources.
* Conduct study orientation sessions.
* Conduct site visits of internal and external institutions to ensure compliance with Anatomy Bequest Program requirements. Facilitate the transportation of program donors to other MN teaching institutions.
* Perform donor tracking duties. Assist in management of donor studies oversight to ensure permission time frame compliance.  Conduct quality control checks throughout the donation process. Facilitate final disposition of program donors. Clean and maintain laboratories and equipment.

15%: Donor medical suitability screening-

* Perform physical intake examination of donors, assign  identification, document examination findings, draw and process serology blood samples, and process donor personal effects.

10% Oversight of student anatomical preparation of program donors for courses -

* Assist Course Coordinators with preparing for course set up and transfer of program donors to external teaching institutions.
* Attend departmental meetings and assist in policy and procedure revision.
* Other duties as assigned by Supervisor.

**About the Department**

The Anatomy Bequest Program is a program within the University of Minnesota’s Medical School.  Established in 1901, the Anatomy Bequest Program is a whole body donation program which functions to support medical education and research.

**How To Apply**

Applications must be submitted online.  To be considered for this position, please click the Apply button and follow the instructions.  You will be given the opportunity to complete an online application for the position and attach a cover letter and resume.

Additional documents may be attached after application by accessing your "My Job Applications" page and uploading documents in the "My Cover Letters and Attachments" section.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).

**Diversity**

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission.  The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.  To learn more about diversity at the U:  <http://diversity.umn.edu>.