

Treasure Valley Anatomy & Physiology Laboratories – *After School Anatomy Club - Undergraduate Student Lab Assistant*

Job Description

The After School Anatomy Club (ASAC) - undergraduate student lab assistant position provides an opportunity for outstanding undergraduate or post-baccalaureate gap-year students to gain experience working in a laboratory setting while expanding their anatomy education at the Sam and Aline Skaggs Health Science Center at ISU- Meridian. The assistant will strengthen and deepen their anatomy knowledge through weekly participation in cadaveric-based study, dissection, teaching, and presentation of anatomical concepts in a professional, graduate level educational environment. The assistant will also gain competency and skill in communicating using accurate and relevant medical terminology in preparation for graduate or professional studies. This is a volunteer position (not for pay) that lasts for one semester.

Key responsibilities for this position include:

- Participate in maintaining the cleanliness and professional appearance of laboratory facilities and equipment, including maintenance of laboratory facilities
- Maintain all osteological materials, models, and demonstration materials
- Assist in dissection and proper maintenance of human specimens for instruction
- Demonstrate a solid working knowledge of rules and regulations that govern lab operations
- Participate in inventory control of lab supplies
- Assist in delivery of anatomical education as needed and/or assigned
- Support other educational programs conducted in the anatomy lab as appropriate
- Individual or group duties and projects as assigned

Minimum Qualifications and Requirements

1. Able to commit to and follow through on regular weekly attendance required for the ASAC program (Mondays 5:00pm-7:00pm, and Tuesdays or Wednesdays 5:00pm-7:30pm, 1/27/20 - 4/20/20). Able to commit to sufficient preparation and study time outside of scheduled laboratory times (appx. 10 hours/week).

Description of <i>Minimum</i> Time Commitment	<i>Minimum</i> Hours per Week
In the lab - teaching, dissecting, maintenance, etc.	4.5
Preparation and study outside of lab times	10
Total	14.5

2. 18 years or older, and an undergraduate or pre-professional gap year student
3. A working knowledge of basic human anatomy and a strong desire to attain excellence in anatomy
4. Previous completion of at least one semester of anatomy and/or physiology with lab
5. Minimum cumulative GPA of 3.0
6. Effective written and verbal communication skills
7. Ability to function in a team-based, collaborative environment
8. Honesty and ability to maintain strict confidentiality
9. Demonstrated interpersonal and problem-solving skills
10. Attention to detail
11. Hard working and able to independently follow through on tasks
12. Reliability and demonstrated ability to organize time well

13. Ability to take initiative in improving established procedures

14. Must pass ISU-Meridian background check

Preferred Qualifications

- Demonstrated commitment and enthusiasm for biosciences, especially human anatomy and physiology
- Demonstrated leadership ability
- Ability to learn quickly
- Professional approach to working with human cadaveric specimens
- Demonstrated ability to make competent decisions
- An interest in teaching and demonstrated ability to help other students learn

Application

Prepare and submit the following items together; incomplete application packets will not be considered:

- Cover Letter or Letter of Interest
- Resume or Curriculum Vitae; include summary of laboratory experience if applicable
- 3 Letters of Recommendation: Two from professors (at least one from a science discipline), one personal reference (preferably an employer; relatives and friends are not appropriate)
- Copy of unofficial undergraduate transcripts

Submit complete application packet in person to the Anatomy Lab Reception Desk, or mail to:

ISU-Meridian
After School Anatomy Club Program
Attention: Noah Harper
Treasure Valley Anatomy & Physiology Laboratories
1311 East Central Drive
Meridian, ID 83642

Deadline

Application packet must be submitted by **1:00pm on Monday, November 4th, 2019**. Applications submitted after November 4th will not be considered.

Interview:

Top candidates may be invited for an in-person interview

Contact

Questions regarding the application process and ASAC Program should be addressed to Noah Harper, Associate Lab Manager: harpnoah@isu.edu, (208) 373-1828