



## Marshall B. KETCHUM UNIVERSITY

### Anatomy Lab Assistant

#### **JOB SUMMARY**

Marshall B. Ketchum University, an independent, private, non-profit, accredited educational institution in Fullerton, CA is currently seeking a part-time Anatomy Laboratory Teaching Assistant to provide anatomical instruction to MBKU Optometry, Physician Assistant and Pharmacy programs. MBKU is dedicated to excellence in educating highly skilled health professionals in an interprofessional environment, service to the community, and advancement of health care through research and scholarship. Working under the supervision of the principal faculty, the Anatomy Laboratory Teaching Assistant will assist in providing the highest quality anatomy instruction using state-of-the-art technology, the Anatomage Tables, a virtual cadaver technology.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** This Anatomy Laboratory Teaching Assistant at MBKU will take care of laboratory instruction and teaching of anatomy at the graduate level using the Anatomage Tables, models and specimens. Duties include but are not limited to:

- Prepare laboratory exercises in conjunction with the course syllabus and lectures
- Organize the laboratory and maintain equipment functionality
- Schedule and coordinate lab usage
- Set up laboratory specimens, equipment and the Anatomage Tables for scheduled laboratory sessions, practical exams, and events
- Orient, instruct and train students and faculty to use the Anatomage Table
- Demonstrate the Anatomage Table, anatomical models, human or animal specimens during lab, events, and other activities
- Create videos of anatomical models, Anatomage or specimens
- Assist in the development, organization and execution of Interprofessional Education anatomy course
- Arrange and conduct open lab hours, including after hours and on weekends
- Proctor laboratory practical exams and clean up afterwards
- Maintain regular software updates, cleaning and service of Anatomage and other laboratory equipment on a routine basis
- Assist with data analysis and processing
- Other duties may be assigned in accordance with curricular objectives and learning outcomes

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, the individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Computer Skills
- Knowledge of medical terminology
- Teaching in an academic laboratory setting

## **EDUCATION AND/OR EXPERIENCE**

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Required - Bachelor's degree or equivalent from a four-year college in a life science field
- Applicant must have completed 2 semesters of Anatomy and/or Physiology or equivalent science courses
- Preferred - Experience in human body dissection, teaching in an academic laboratory setting, knowledge of medical terminology or clinical anatomy, knowledge of learning management systems

## **ABOUT THE ORGANIZATION**

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded a Doctor of Pharmacy (PharmD) degree in the Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

## **BENEFITS**

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under

*Employment* for more details regarding benefits of working for MBKU ([www.ketchum.edu](http://www.ketchum.edu)).

**HOW TO APPLY**

Interested candidates, please send a cover letter along with your resume to [humanresources@ketchum.edu](mailto:humanresources@ketchum.edu). Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.