



## JOB DESCRIPTION

**TITLE: Medical Laboratory Science (MLS) Faculty/Tri-Cities Site Coordinator (.75 FTE)**

**COLLEGE/DEPT:** Arts and Sciences/Medical Laboratory Science Program

**DATE PREPARED:** *September 5, 2016*

**REPORTS TO:** MLS Program Director

**FLSA:** Exempt/11 months

### **POSITION SUMMARY:**

The MLS faculty member provides classroom and laboratory instruction in clinical laboratory science subjects as assigned, coordinates and supports clinical affiliation sites and student clinical rotations. Annual reappointment is based on performance and program need.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Determines educational objectives, plans lecture content and skills lab for assigned modules; develops evaluation tools and provides didactic and skills laboratory instruction for modules; evaluates effectiveness of the modules, and revises as necessary.
5. Instructs students didactically in clinical laboratory science in the classroom setting; utilizes effective educational methodologies and technologies to provide curriculum to the students; coordinates and supervises student laboratory instruction; maintains technical expertise in clinical areas of instruction.
6. Actively participates in recruitment, retention and advising for the professional program.
7. Participates effectively in faculty meetings and program development activities.
8. Provides coordinating support for guest lecturers; student rotation schedule; and clinical affiliation sites.
9. Reviews perspective student applicant files for completion; participates with University officials in interview and selection process to admit most qualified applicants to the Program.
10. Enhances personal and professional development through continuing education; encourages ongoing professional development of University staff; exercises personal competency in educational policies, technical areas of expertise, and laboratory policy.
11. Administers and grades exams and provides advising to students as required.
12. Assists program director and teaching technologists in the development of program materials.
13. Communicates effectively with the program director to ensure positive and successful relationships with clinical sites.
14. Assists in the coordination of students' clinical rotations and enrichment activities.
15. Coordinates with students and affiliate laboratories management and staff to help meet the mission and vision of the MLS program providing support of their various training endeavors.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other functions and duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A. **Knowledge:** Bachelors degree from accredited college or university. Successful completion of NAACLS accredited Medical Technology / Medical Laboratory Science program. Three years experience in Clinical Laboratory setting including 1 year in clinical laboratory science education; teaching experience in an academic setting considered. Certified generalist by a recognized certifying agency for Medical Laboratory Science, (e.g., ASCP, NCA)
- B. **Skills:** Ability to communicate effectively, both verbally and orally; evidence of teaching ability required; ability to teach students of varying abilities and backgrounds; effective speaking and writing skills and willingness to work as a team player. Ability to use online teaching software programs.
- C. **Abilities:** *May be exposed to infectious diseases, biohazardous and hazardous materials, and regulated medical waste; physical requirements include lifting, prolonged periods of standing, walking, and use of simple tools.*
- D. **Qualifications:** *The successful applicant must have earned a Bachelor's degree (Master's preferred) in a related field, preferably Biology, Clinical Lab Science, or Medical Technology from a regionally accredited institution; hold a nationally recognized generalist certification (ASCP) and have expertise in phlebotomy, hematology, coagulation, urinalysis and work experience in a clinical laboratory.*

**APPLICATION INFORMATION AND DEADLINE:** Applications should include a cover letter, vita/resume, transcripts (copies acceptable for initial screening), and names, addresses, e-mail addresses and phone numbers of 3-5 current professional references.

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email material to: [humanresources@heritage.edu](mailto:humanresources@heritage.edu) or Heritage University Human Resources Office 3240 Fort Road Toppenish, WA 98948