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UNIVERSITY OF CENTRAL FLORIDA

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Senior Laboratory Technician

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Position Information

Position Details

Position Number 34072

Class Title Senior Laboratory Technician

Provide assistance and support to Director of Anatomical Facilities, students, staff and faculty. Provide assistance in maintaining Anatomical Board documents, files and manuals.

Provide general support to Anatomy Lab operations: embalm/prepare cadavers.

Create and implement logs and records, maintain inventory/order supplies/including anatomy lab supplies and all lab equipment.

Answer incoming calls for the Anatomy Lab/Willed Body Program.

Stock supplies needed for lab activities, prep rooms and faculty needs.

Assist interested donors, donors' families, and funeral homes with questions and locating our website.

Work with the answering service; retrieve calls and respond in an efficient and timely manner.

Handle mailings associated with the Willed Body Program.

Maintain, organize, clean, and keep lab in an orderly manner.

Job Description

Maintain confidential files and accuracy on donor paperwork and cadaver records.

Enter donor information/dedication forms/cremations into database.

Work with funeral homes in obtaining proper records of deceased.

Provide assistance with anatomical specimens, lab management, and operations.

Help implement protocols, inventories and manuals as the department continually keeps growing.

Assist with monitoring security cameras and controlling individuals entering anatomy lab.

Support Anatomy Lab Functions/Events on occasional weekends.

Assist with preparing and setting up for research, CME and bio skills surgical labs.

Take occasional call duties as needed.

Support 4th floor reception duties as needed.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. If minimum requirements of the position do not require post high school education, an applicant is not required to provide the information on the application.

Additional Minimum Requirements	
Preferences	Embalming license a plus or willingness to train to embalm. Anatomy laboratory experience preferred.
Veterans' Preference	Preference will be given to eligible veterans and their eligible spouses in accordance with Chapter 295 of the Florida Statutes. Applicants claiming preference are responsible for providing required documentation by the closing date of the position. For more information on Veterans' Preference, please visit http://hr.ucf.edu/files/VeteransPreference.pdf
Special Conditions	This position does not require college credits. If the selected applicant claims college credit on the application for this position, an official transcript from the accredited institution must be provided within 30 days of the hire date. This applies whether the applicant is a new hire or promoted from among current UCF employees. The University of Central Florida is proud to be a smoke-free campus and an E-Verify employer.
Equal Employment Opportunity Employer	As an equal opportunity/affirmative action employer, UCF encourages all qualified applicants to apply, including women, veterans, individuals with disabilities, and members of traditionally underrepresented populations. UCF's Equal Opportunity Statement can be viewed at: http://www.oie.ucf.edu/documents/PresidentsStatement.pdf . As a Florida public university, UCF makes all application materials and selection procedures available to the public upon request.
FTE	1.0-Full-Time
Requisition Number	009552
Job Open Date	06/01/2018
Job Close Date	
Open Until Filled	Yes
Division	Academic Affairs
College/Area	College of Medicine (COM)
Department	COM - Faculty and Academic Affairs
Annual Salary	\$28,299.28 to Negotiable
Type of Appointment for Staff	Regular
If temporary, time limited, emergency, or multi-year contract, please specify timeframe	
Job Category	Staff
Additional Application Materials Required	
Work Schedule	Monday – Friday 8am – 5pm Flexible as needed.
Work Location	Lake Nona
Quick Link	http://www.jobswithucf.com/postings/53673

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a high school diploma/GED and four years of appropriate experience? Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.
 - o Yes
 - o No
2. * Will you now or in the the future require sponsorship for employment visa status (e.g. H-1B visa status)?
 - o Yes
 - o No

Optional & Required Documents

Required Documents

Optional Documents

1. Curriculum Vitae/Resume

- 2. Cover Letter
- 3. Other Doc 1
- 4. Other Doc 2
- 5. Other Doc 3

About UCF

Located in Orlando, Florida, UCF's [13 colleges](#) offer [210 graduate and undergraduate degrees](#) to a culturally diverse student body of more than 63,000 from all 50 states and 148 countries. Through innovative education and research, we're creating a lasting [impact on the Central Florida community and the world beyond](#). That's why *U.S. News & World Report's* Best Colleges 2016 guide recognizes UCF as one of the nation's "Most Innovative" universities, and Kiplinger's and The Princeton Review consistently rank UCF as one of the country's best values for a college education.

ADDITIONAL RESOURCES

- [UCF Today](#)
- [Office of the Provost](#)
- [Office of Diversity and Inclusion](#)
- [Office of Equal Opportunity & Affirmative Action](#)

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