Definition of Class
This is a supervisory position where the incumbent performs duties associated with various medical laboratory tests to obtain data for use by physicians in the diagnosis and treatment of disease. Incumbent is responsible for providing quality medical care for the university students. The incumbent has the authority to exercise discretion over a wide variety of areas. The incumbent assists in X-ray when needed.

Examples of Work Performed
Obtains specimens from patients as required using established techniques.

Orders and maintains sufficient inventory of materials, supplies, and equipment for performance of duties.

Performs X-ray procedures as required.

Writes and maintains procedure, quality assurance, specimen requirements and maintenance manuals.

Troubleshoots problems with machines and equipment.

Performs all laboratory checks and tests.

Performs daily quality control checks and documentation.

Maintains compliance with C.L.I.A. and O.S.H.A. regulations.

Obtains and prepares specimen for reference lab.

Serves as Laboratory Director.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs various laboratory tests.
2. Maintains inventory of materials, supplies, and equipment.
3. Writes and maintains various compliance manuals.
4. Serves as Laboratory Director.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is periodically required to talk and hear; stand; walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to sit; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university in Science or related field.

AND

Experience:
Three (3) years of experience related to the above described duties.

Certification:
Must have a Medical Technology Certificate.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.