## Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Medical Laboratory Technology Faculty</th>
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<tbody>
<tr>
<td>Job Class:</td>
<td>Instructional/Health Sciences</td>
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<td>Department:</td>
<td>Health Sciences</td>
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<tr>
<td>Reports To:</td>
<td>Director of Medical Laboratory Technology</td>
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<td>FLSA Status:</td>
<td>Exempt/Compense 13</td>
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<tr>
<td>Prepared By:</td>
<td>Director of Medical Laboratory Technology</td>
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<tr>
<td>Prepared Date:</td>
<td>August 4, 2000</td>
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<td>Approved By:</td>
<td>Dean of Health Sciences</td>
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<tr>
<td>Approved Date:</td>
<td>February 18, 2016</td>
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**SUMMARY:** This position is responsible for assisting in maintenance of cooperative work relationships between the college and the affiliating clinical laboratories and coordinating the affairs of the Medical Laboratory Technology Program with the Director and clinical affiliates by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Teaches college classes as assigned.
- Performs academic advising and counseling of students in the MLT Program.
- Participates in the evaluation of student progress.
- Assists in admission and recruitment procedures at the college.
- Recommends to the MLT Director formation of policies affecting the Medical Laboratory Technology Program.
- Recommends development and evaluation of the Medical Laboratory Technology Program.
- Assists in supervision and coordination of the instructional faculty in the clinical affiliates.
- Prepares reports as required.
- Counsels graduates in relation to employment opportunities and placement.
- Maintains current knowledge of rules and regulations concerning Medical Laboratory Technology.
- Attends committees and meetings for Medical Laboratory Technology Program.
  - A. Advisory Committee
  - B. Admissions Committee
  - C. Self Study Committee
  - D. MLT Faculty Meetings.
- Visits clinical affiliate laboratories to obtain clinical specimens, to consult with adjunct MLT faculty, to consult with MLT students.
- Performs other duties as assigned.
SUPERVISORY RESPONSIBILITIES:

N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential 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.

EDUCATION and/or EXPERIENCE:

Bachelor’s degree in clinical laboratory science/medical technology or related field and 3+ years experience in clinical laboratory science or combination of experience and credentials.

CERTIFICATES, LICENSES, REGISTRATIONS:

Clinical Laboratory Scientist or Medical Technologist, holding a nationally recognized certification.

LANGUAGE SKILLS:

Exceptional verbal and written communication skills. Ability to effectively communicate with diverse constituencies both inside and outside the college.

MATHEMATICAL SKILLS:

Competency in basic college math.

REASONING ABILITY:

Ability to multi-task, prioritize work load, supervise, set goals, make decisions, and educate. Analyzes problems or procedures and decides on a correct course of action when a choice can be made; makes logical and timely decisions; identifies and applies logic and reason to resolution or problems; exhibits flexibility and willingness to learn; deals professionally with unexpected situations and operates with little or no direct supervision. Ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel throughout campus and local clinical affiliates. Requires physical effort of varying degrees to operate classroom equipment such as overhead projector, Promixa, writing on chalkboard, conducting classroom activities. Requires ability to project voice in a manner easily understood by students; requires extended periods of time seated at the computer preparing exams and advising students; mental stress from classroom issues and deadline pressure. Able to manipulate and demonstrate lab equipment for teaching purposes.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position performed primarily in an environmentally controlled office.

Exposure to blood, urine, disease, other body fluids potentially carrying blood or airborne pathogens.