

		ISSUED: 5/2015
TITLE: MortuaryAssistant	SALARY SCHEDULE: SA	CLASS CODE: SA569
UNION: Staff Association - Local 2071, U.A.W	SALARY GRADE: 03	EEO CODE: 50
	FLSA: Non-Exempt	EMPLOYEE CLASS: SA

POSITION PURPOSE

Assist in the preparation of cadavers and anatomical specimens for the purpose of instruction, research and storage by the School of Medicine. Perform moderately complex work routines according to specific instruction utilizing specialized methods and equipment.

ESSENTIAL JOB FUNCTIONS

- Assist supervisor in the day to day operations of the mortuary unit.
- Assist in preserving, wrapping and storing of cadavers following established procedures and utilizing appropriate care in handling chemicals.
- Assist in maintaining gross anatomy laboratories; distribute models, specimens and handouts.
- Assist in preparing rooms for meetings, courses, training workshops and seminars.
- Assist in maintaining crematory. Remove cremains and prepare ashes for burial.
- Provide information regarding the Body Request Program either through phone or mail inquires.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification provides technical assistance in the preparation of human cadavers and anatomical specimens for instruction and research for Year I medical students in the Gross Anatomy Program in the School of Medicine. Work activities necessitate some knowledge of laboratory procedures, the human anatomy as well as specialized equipment and materials. Work activities are performed given the following working condition factors, i.e. moderate physical effort (transport and placement of human cadavers), unfavorable environmental factors (exposure to varied temperatures, fumes, etc.), moderate controllable hazards (chemicals) and normal sensory attention. This classification is generally located in the Department of Anatomy (Body Request Program) in the School of Medicine. This classification reports to and receives work direction from an academic administrative professional.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.

- Some knowledge of and/or experience working in a funeral home, morgue, hospital or laboratory setting.
- Ability and willingness to work with human cadavers and anatomical specimens.
- Ability to use basic tools and medical equipment.
- Ability to transport and place human cadavers in appropriate locations.
- Possession and maintenance of a valid Michigan vehicle operator's license.