

East Tennessee State University
William L. Jenkins Forensic Center
Johnson City, TN 37614

Position: Forensic Center Coordinator

Posting Preview

Position Information	
Posting Number:	0601824
FLSA:	Exempt
Working Title:	Forensic Center Coordinator
Department:	Pathology - COM
Pay Rate:	
FTE:	1.0
Job Summary/Basic Function:	Responsible to the Director of the Division of Forensic Pathology for managing the operations of the William L Jenkins Forensic Center, providing daily oversight of office operations such as budget management, clerical/support personnel supervision, non-routine and routine report preparation. This position reports directly to the Forensics Operations Administrative Supervisor (FOAS) to manage resources through preparation and analysis of statistical and financial reports and makes recommendations for resource allocation/utilization. Liaises between ETSU Dept of Pathology, Office of the Chief Medical Examiner (Tennessee Department of Health) and regional and county level stakeholders in the provision of forensic services in Northeast Tennessee. Contingent on outside funding.
Knowledge, Skills, and Abilities:	
Minimum Qualifications:	Bachelor's degree required with preferred degree in business, accounting, healthcare administration. At least three years related experience in office management, preferably a healthcare delivery environment or medical examiners office. Other management experience within forensic science, medicolegal death investigation, paramedical or nursing, emergency planning/management, criminal justice fields will be considered.
Preferred Qualifications:	
Work Hours:	
Special Instructions to Applicants:	Please provide the names and contact numbers for three references in your cover letter and resume.
Posting Date:	07-17-2014
Closing Date:	08-17-2014
Required Applicant Documents:	Resume Cover Letter
Any funding from outside source?	Yes
Pay Grade Level:	07
App Types Accepted:	Application for Employment

A full description of duties can be found:

<http://www.etsu.edu/humanres/jobdescriptions/admin/TBA002.aspx>

If interested you must apply for the position by following the below link:

<https://jobs.etsu.edu/applicants/Central?quickFind=53920>