

# HILBERTCOLLEGE

## OPEN POSITION ANNOUNCEMENT

October 6, 2020

**JOB TITLE:** Laboratory Safety Assistant (part-time)

**REPORTS TO:** Chairperson, Arts & Sciences Division

---

**Job Summary:** The Division of Arts and Sciences is seeking qualified candidates for a Laboratory Safety Assistant to work with the natural science faculty members to set-up, monitor and assist faculty with laboratory classes. The successful candidate will also work with the campus safety committee to help identify chemical hazards, waste procedures and required documentation (Safety Data Sheets). The schedule may include occasional weekend hours as needed. Duties and responsibilities include prep for biology and chemistry laboratory courses as directed by the respective course instructors. Clean up, take down, and store equipment and chemicals after each experiment day. Inspect all the teaching laboratories and hazardous material facilities for compliance with applicable regulations, codes, hygiene practices, and workplace safety rules. Handle the disposal of hazardous wastes according to government regulations and standards. Assess anticipated and existing hazards by reviewing documents, conducting measurements, calculations, and interviews. Assist faculty members in maintaining required safety plans, records and hazardous material inventories, lab safety program operational documents such as standard operating procedures (SOPs), work instructions, forms, documents, signs, labels, metrics, and website content. Support College committees, program managers, and campus safety officers during federal, state, and local inspections at the College. Collaborate with campus safety and other relevant departments on campus to institute appropriate control measures for enhancing safety and reducing potential hazards.

**Requirements/Qualifications:** Good laboratory and computer skills including a conscientious attitude towards laboratory safety. Ability to read, analyze, and interpret professional journals, technical reports/procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, and campus community. Ability to recognize common laboratory hazards and have good motor skills for the transportation of materials, equipment, etc. Ability to occasionally lift boxes and equipment/supplies (up to 40 pounds) and be able to stand for extended periods of time. Ability to develop good working relationships with staff and students. Bachelor's degree in life sciences, biomedical sciences, organic chemistry, or related discipline. Minimum of 2 years of relevant work experience is required. Specific training in occupational safety, hazard communication, biological and chemical hazardous material handling and waste disposal is required. OSHA certification on handling hazardous (biological and chemical) materials and wastes is preferred.

---

Interested candidates should submit a cover letter, resume, and contact information for three professional references to Maura A. Flynn, Director of Human Resources, [jobs@hilbert.edu](mailto:jobs@hilbert.edu) .

*Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students. The College does not discriminate against individuals on the basis of any protected characteristic covered under federal or state law. For more details, see the College's policy at <https://www.hilbert.edu/about/notice-of-non-discrimination>*

5200 South Park Avenue \* Hamburg, New York 14075 \* Phone (716) 649-7900