

Department: Environmental Health & Safety	Supervisor: Craig Dawson
Job Title: Summer Bridge EH&S Assistant	Hours to be Worked: as available up to 20 hours per week.
Pay Level: Level II	Hourly Pay Rate: 16.00 ***HOUSING AT A COMPRABLE DAILY RATE IS AVAILABLE FOR THIS POSITION***

Job Summary (purpose of nature of work):

The purpose of this position is to support the multifaceted Environmental Health & Safety Department (EH&S). EH&S supports the campus through environmental protection, hazard identification and control, and all aspects of safety. This position has extensive possibilities based on the candidate's interests and abilities. The work will be a combination of office and fieldwork, strong Microsoft computer skills a plus.

Job Duties:

- Assist in hazardous waste characterization and related procedure development.
- Review available safety data sheet (SDS) information and work with others to develop procedures and organizational structures to properly catalog and upload all available data.
- Inspecting and inventorying safety signage across campus and updated as needed.
- Clery Program development
- Safety Training presentation support.
- Other tasks as assigned.

Required (or Preferred) Skills, Knowledge, and Abilities:

- Advanced knowledge of Excel, Powerpoint, Visio, and Adobe Acrobat preferred but not mandatory.
- Excellent problem solver with keen investigative skills
- Very well organized and able to track multiple projects
- Developing documentation describing the organizational system used.
- An ability to work collaboratively with others while being a motivated self-starter requiring limited direction.

This position will be most successful and have the most significant opportunity for growth in both compensation and professional skills by someone that is interested in learning complex systems, identifying potential solutions, and working to implement them. This is not a routine

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Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.