

## **STUDENT LABOR POSITION DESCRIPTION**

### **Department of Environmental Health and Safety**

Most Recently Updated 04/06/05

Position Title: Student Director, Environmental Health and Safety

Must work 15 hrs/wk.

- 1. Grade Level:** 5-6
- 2. Description:** The Student Director is the direct supervisor of all Environmental Health and Safety Students. The primary responsibilities of the Student Director are to coordinate the operations and day to day functions of the student labor program in the department.
- 2a. Description:** The following are the essential duties for a student director in the department
  - A.** Training of all Environmental Health and Safety student labor positions in all aspects of the position and related assignments as described for the job. The Student Director shall work with the Director of the Environmental Health and Safety and the OSHA manager to understand the learning objectives for each position and communicate learning progress.
  - B.** Coordinating classroom schedules with student schedules for the purpose of maintaining the chemical inventory system.
  - D.** The Student Director shall oversee the purchasing and ordering of all supplies or products required to maintain the Chemical Inventory System
    1. Tools (such as mops, brooms, sponges, paper towels)
    2. Safety equipment (such as gloves, aprons, goggles, broken glass boxes, waste bottles...)
    3. Office supplies (time cards, paper, pens, folders, and sheet protectors...)The Student Director shall develop a complete inventory list for all items which are considered essential for the operations and functions of the department
  - E.** The Student Director will maintain records of all student labor hours worked for each time period. This assignment includes calculating the time for the pay period, filling out the Pay Action Sheet (make a photocopy for dept. records) and returning the original copy to Labor and Financial Aid by the indicated deadline. The Student Director shall inform all students of their time status throughout the semester at the end of each pay period (this shall be posted in the department for individual review).
  - F.** The Student Director shall be responsible for maintaining all records required under the OSHA Lab Standard, Hazard Communication Standard and other records required by state and federal law. All records shall be duplicated at the end of each week and reviewed as needed by the staff Director.

Record keeping includes (but not limited to):

- 1) Eye Wash and Safety Showers
- 2) Fire Extinguishers
- 3) Hazardous Waste Inspection
- 4) Chemical Inventory
- 5) Material Safety Data Sheets
- 6) Maintenance and Inspection of Personal Protective Equipment
- 7) Lab Inspections
- 8) Fume Hood Testing

- G. Recycling, upkeep of safety stations, management of chemical inventory, all preventive maintenance programs, training, and the like. The Student Director shall ensure that all programs are closely monitored and communicated appropriately to the department staff.
- H. The Student Director shall help conduct labor meetings every Thursday afternoon at 4:00pm or unless it has been cancelled by a staff member. Agenda for all labor meeting shall be prepared in advance and should focus on the work completed during the previous week and the assignments for the coming week. Any and all schedule changes shall be formalized at this time.
- I. The Student Director should not only be knowledgeable in the written inventory procedures and The chemical hygiene plan, but should actively participate in the development and updating of those procedures.
- I. Participate on special projects and help design projects for the department.
- J. Maintain an organized and safe work area

### 3. Learning Opportunities:

Manager/ Leadership Skills  
 Teaching Skills  
 All aspects of the Inventory program  
 The laws associated with OSHA Lab standard and Hazard Communications regulations  
 Maintaining departmental records

### 4. Basic Qualifications:

- A. General: Able to work in a team oriented environment. The person in this position must have worked in the department for more than one year.
- B. Skill: Organizational and Managerial
- C. Physical: Must be able to work around janitorial supplies, hazardous chemicals, and some lifting.
- D. Academic: Must be a science major.

### 5. Desirable Qualifications:

Preferably Junior Chemistry or Biology Major.

### 6. Narrative Summary:

The Student Director of EHS must demonstrate excellent leadership and communication skills. The person in this position should also have a good general knowledge of chemistry and basic computer skills. The Student Director will be knowledgeable of all departmental procedures and will coordinate the day to day functions of the student labor program. The person in this position must be able to demonstrate the importance of safe chemical work practices by both example and instruction.