Chemical Hygiene Supervisor

Location: Erie
Department: Chemistry and Biochemistry
Reports To: Chairperson, Department of Chemistry and Biochemistry
Position Type: Full-time
Closes: Open until filled

DESCRIPTION:
The Chemical Hygiene Supervisor will oversee all aspects of laboratory preparation and cleanup for lab courses taught within the Department of Chemistry and Biochemistry. This employee will manage the ordering, documentation, storage, and disposal of the Department's chemical and consumables inventories and assist other University departments with the same chemical-related matters. S/he will maintain the Chemistry and Biochemistry Department's common use areas (student spaces, glassware room, chemical storage rooms, and teaching laboratories). Finally, s/he will direct the hiring, dismissal, and all assigned duties of the Department's student workers and graduate assistants.

PRIMARY DUTIES: Include and are not limited to:

- Oversee the preparation and cleanup of each laboratory space for lab courses normally designated with a CHEM prefix. These duties include set up of pertinent equipment, chemicals, consumables, and instructor demonstrations; oversight may include student workers. These duties include preparing chemical solutions and working with potentially harmful materials and do require advanced knowledge of chemistry.
- Direct the hiring, firing, and daily duties of all departmental student workers. This duty includes following protocols currently established by the University.
- Manage the chemical and consumable inventories, equipment, and stockrooms. These responsibilities include purchasing, proper storage, and documented inventory of all materials onsite.
- Manage the Department's chemical waste, including adherence to accepted storage protocols and periodic disposal. Disposal duties will likely require coordination with other departments (Biology, Geology, Art) within the University.
- Oversee all chemical safety aspects within the departments. This duty includes training and documenting chemical safety education for all student workers, including undergraduate teaching assistants for all lab courses. Also included are
regular walkthroughs of all laboratory spaces and documentation of potential safety violations to the Zurn College Dean.

- Manage and coordinate a schedule so that all lab instructors will have laboratory spaces that are stocked, cleaned, and equipped with appropriate chemicals and equipment for effective instruction.
- Maintain departmental records and files as required, which may include copies of standardized testing materials, student files, and other paperwork that may require a secure and centralized location.
- Interface with various offices around campus to ensure that the Department's needs are met (i.e. Maintenance, Business Office, etc.)

QUALIFICATIONS:
At minimum of a BA or BS in chemistry or related field; one to three years' experience in a laboratory setting; strong organizational and communication skills; previous related experience desirable or equivalent education and experience; advanced knowledge in the chemical sciences, chemical safety and chemical hygiene.

KNOWLEDGE, SKILLS AND ABILITIES:
- Ability to communicate clearly in writing (including e-mails).
- Experience with conducting laboratory analysis (data input and interpretation).
- Proficient in the Microsoft Office 365 Suite.
- Willingness and ability to become proficient other software programs as required for the job.
- Knowledge and understanding of how to handle, store, and dispose of chemicals in accordance with best practices regarding safety.

WORK ENVIRONMENT:
Lift and carry ≤ 40 lbs.; walk long distances in building between offices and classrooms using steps; sit and work for long periods of time in front of a computer monitor; manual dexterity with keyboard; hearing range for conversation and telephone; speak English.

APPLICATION PROCESS
Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu
Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual’s legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.