Austin College’s Department of Chemistry invites applications for the position of Laboratory manager, Chemical Hygiene Officer and Laboratory Instructor, beginning July 2018. This position requires a M.S. or above. Responsibilities will include setup and maintenance of some teaching labs, department’s Chemical Hygiene Officer, teaching a section of General Chemistry I (fall) & II (spring) laboratory, and support for the STAR Leadership Program in sciences. Applicants should have strong organization skills with experience in chemistry and teaching. Austin College is a national selective undergraduate institution with an ACS-certified Chemistry Department of 8 faculty. The full job description can be found below.

Candidates should include: a letter of application, curriculum vitae, copies of graduate transcripts, and three letters of reference. Please combine materials into one PDF document and email to ChemistrySearch@ austincollege.edu (preferred). Referees should send letters of recommendation to the same email address with the applicant’s name in the subject line. We also accept hard copies mailed to Dr. Sheila Amin Gutiérrez de Piñeres, Vice President for Academic Affairs, 900 N. Grand Ave, Suite 6D, Sherman, Texas 75090-4400. Review of applications begins February 23 and continues until position is filled.

Austin College is a leading national independent liberal arts college located north of Dallas in Sherman, Texas. Founded in 1849, making it the oldest institution of higher education in Texas operating under original charter and name, the college is related by covenant to the Presbyterian Church (USA). Recognized nationally for academic excellence in the areas of international education, pre-professional training, and leadership studies, Austin College is one of 40 schools profiled in Loren Pope’s influential book Colleges That Change Lives.

Austin College is an Affirmative Action/Equal Opportunity Employer committed to a diverse faculty, staff, and student body and welcomes all applicants. Must be legally authorized to work without sponsorship for employment visa status (e.g., H1B status).
CHO, Lab/Stockroom Manager, Safety Officer

**Department:** Science Division  
**FLSA Status:** Exempt  
**Grade/Level:** N/A  
**Work Schedule:** 8:30 a.m.-5:00 p.m.; M-F; hours may change as lab schedules dictate; 11 month position.

**Job Status:** 1.0 FTE  
**Reports To:** Chemistry Department Chair/Dean of Sciences  
**Amount of Travel Required:** None  
**Positions Supervised:** None

**POSITION SUMMARY:**

Chemical Hygiene Officer in Chemistry Department, Lab/Stockroom Manager, Safety Officer, Support Science Division Grants with priority and primary support for STAR Leadership program.

**ESSENTIAL FUNCTIONS:**

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Essential Functions Statement(s)**

- Lab Manager for analytical, physical, inorganic, biochemistry, and Natural Science
  - Organize equipment and materials, set up and prepare the reagents for each experiment, and work with each PI in writing CHP’s for each experiment.
  - As lab safety officer, maintain presence on 3rd floor whenever labs are in session.
  - Assist chemistry professors in writing standard operating procedures (SOP’s) detailing all aspects of proposed laboratory activities that involve hazardous agents
  - Maintain logs of satellite accumulation sites in labs and central accumulation site
  - Assist in the chemical stockroom and the managed chemistry labs, preparing order lists for chemicals and supplies needed for the chemistry laboratories managed by this position.
CHO
- Assist the EMS coordinator in the identification of hazardous waste
- Assist the chemistry department in defining hazardous operations, designating safe practices, and selecting protective equipment, represent the department staff at safety committee meetings
- Monitor the safety performance of employees (mainly, student laboratory assistants) to ensure that the required safety practices and techniques are being employed in all laboratories, document all infractions, and submit an annual safety report. Be prepared to gather all documentation needed in case of an OSHA inspection
- Report to the AC Safety Officer (Chief of Police) incidents (1) that cause personnel to be seriously exposed to hazardous chemicals or materials, such as through the inoculation of a chemical through cutaneous penetration, ingestion of a chemical, or probable inhalation of a chemical, or (2) that constitute a danger of environmental contamination and submit an annual report to him/her
- Have knowledge of safety inspections of eyewash stations and emergency safety showers
- Assist in the annual review of the Chemistry department’s CHP
- Assist in the annual review of the CHP’s for all research and teaching labs
- Assist the department chair in reviewing all accident reports at the end of each semester
- Monthly ethanol inventory.

Instructor
- Teach one Chem111/112 lab sections per semester.
- Attend weekly 111/112 lab planning meetings.
- Grade weekly lab reports from assigned section.
- Hold regular office hours to assist students in assigned lab sections.

Supports grant management and proposals for sciences with primary and priority responsibility in STAR Leadership Program operations, (4-6 hrs/week)
- STAR Leadership
  - Maintenance of and archiving activity reports
  - Assists in website maintenance and updates
  - On campus dissemination of information
- Science Grants
  - Financial, recordkeeping, compliance, and reporting as needed and requested.
Other Job Function Statement(s)

- **Students**
  - Assign (set up schedules) for department tutors and laboratory assistants excluding organic assistants, approve timesheets for chemistry department student workers.
  - Provide communication between chemistry professors and students about seminars, etc.
  - Preparation for department seminars including the purchase of, preparation of and cleanup of refreshments.
  - Assist with the organization of the Majors Recognition spring event.
  - Proctor tests, quizzes, etc. when needed.

- **Miscellaneous**
  - Liaison between the department and the physical plant.
  - Take notes during department meetings and place them on Katy

**POSITION QUALIFICATIONS:** (The minimum knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

Master’s Degree in Chemistry or related field
Two years related experience

**KNOWLEDGE** (Defines the mental aspects of the job. Knowledge is obtained through education, experience, training, licensure, certification, or through a combination of the aforementioned.)

**SKILLS** (The application of knowledge by the manual, verbal, or mental manipulation of data, words, or things necessary to accomplish the essential functions of the job.)

To perform this job successfully, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to create efficient and accurate: documents, records, files, reports, or communiqués;
- communicate effectively using a variety of styles and techniques appropriate to the audience;
- follow instructions and/or guidelines;
- ability to create tables/charts from data reports
- organize daily work or assigned projects;
- analyze and solve basic problems.

**ABILITIES** (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must have the ability to:

- maintain regular and consistent attendance;
- use cognitive skills to solve from basic to advanced problems,
- pay attention to details;
• communicate effectively, to include conveying thoughts clearly and concisely, listening well, and asking appropriate questions as needed.
• accept change and considerable variety in the workplace;
• read, analyze, and interpret common scientific and technical journals;
• apply mathematical concepts;
• apply mathematical concepts to include fractions, percentages, ratios, proportions to practical; statistics;
• define problems, collect data, establish facts, and draw valid conclusions;
• interpret an extensive variety of technical instructions;
• work under pressure while maintaining a professional demeanor;
• model high standards of honesty, integrity, trust, and ethical behavior.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) N/A

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) for additional performance evaluation purposes.)

The following must be demonstrated at a fully acceptable level.

• Teamwork - Willingness and ability to work with others.
• Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
• Independence of Action/Initiative – Exercises good judgment in problem solving and decision making.
• Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives.
• Communication Skills – Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions.

WORK ENVIRONMENT:

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

I have received a copy of my job description and it was reviewed with me by my supervisor.  
Yes _____ No _____ Date: _________________

Employee Signature: ___________________________________________ Date: _________________
Supervisor Signature: ___________________________________________ Date: _________________
Executive Signature: ___________________________________________ Date: _________________