



Environmental Health & Safety Assistant

Facilities Management

Fall 2020

Duties/Responsibilities:

- Conduct safety inspections around campus including fire extinguishers, emergency showers, and emergency eyewash stations.
- Perform clerical duties including data entry and updating the database of vendor insurance coverages based on certificates of insurance.
- Update Risk Management and Environmental Health & Safety (EH&S policies, procedures and information on Oxy's website.
- Assist with coordinating e-waste collection.
- Assist with tracking chemicals and inventory in the Chemistry Department and Biology Department.
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- Assist as needed with the preparation of safety training presentations.

Qualifications/Preferences:

- Demonstrated interest in EH&S concepts and/or the EH&S sector preferred.
- Strong communication and time management skills, and the ability to work independently.

Work Schedule: Anytime 7:30am-4:30pm, M-F, Max 8hrs/week

Start/End Date: August 24, 2020 to May 15, 2021

Starting Pay Rate: \$15.00/Hour

To apply, please submit student employment [application](#), to: Tiffany Feng- tfeng@oxy.edu