

## Position Description

### POSITION PROFILE

**Position Title:** EH&S Inventory Assistant

**EOU Department/College:** Safety and Security

**EOU Supervisor Title:** Emma Skillings *EH&S III*

**Typical Job Duration:** Summer with potential for part-time during the school year

**Job Level:** Level 4, \$14.70

**Type of Schedule/Typical Hours:** Monday - Friday

**Typical Number of Hours Per Week:** Summer up to 40, school year 8-15

### POSITION INFORMATION

#### Student Position Description Summary:

This position will support the EH&S Environmental Specialist across campus with the project of updating the Safety Data Sheets and inputting products into the chemical inventory system. This student will be responsible for overseeing the completing of the EOU inventory program project. This project will allow EOU to be in OSHA compliance at all times and allow Tier II reports to be generated with a higher degree of accuracy for our annual state reporting. The student will have the opportunity to work in many spaces across campus and learn about the different products that are needed to complete a multitude of jobs. Along with handling the SDS System the student will be responsible for assisting in cleaning, organizing, and labeling supplies in the various spaces.

This student will become highly proficient in Safety Data Sheets, categorizing of products based on hazard classes, data entry across multiple platforms, and how to maintain an OSHA

compliant inventory on a large scale. This individual will need to be a highly motivated person who has the ability to work independently and follow instruction. This position will require physical work from student, such as standing for long periods, moving bags and other large containers of product.

This position may be up to full time over the summer, with the main focus of the project being the inventorying and organization of Loso Hall. Throughout the school year this position will be maintained at a part-time position, shifts will be flexible but approximately 8-15 hours a week depending on student availability.

### **Job Duties/Responsibilities/Essential Functions:**

- Updating SDS online system
- Logging product information for Tier II reporting
- Locating all products within a given space
- Following all safety requirements of the space
- Working with EH&S to determine required inventory needs
- Organize and categorize materials
- Training future SDS inventory workers

## **HIRING CRITERIA**

### **Minimum Qualifications:**

- Excellent communication skills verbal and written
- Critical thinking skills
- Independent problem-solving skills
- Experience with following detailed instructions and multitasking
- Able to lift 50 lbs
- Proficient with computer programs such as Microsoft office suite and the ability to learn new computer skills

### **Preferred Qualifications:**

- Work study
- Data entry experience
- Laboratory Safety Training – or experience in science laboratory setting
- Experience in Ceramic Arts studios
- Safety Data Sheet Training
- Global Harmonized Training

### **Desired Knowledge, Skills & Abilities:**

- Communication skills verbal and written
- Critical thinking skills
- Independent problem-solving skills
- Experience with following detailed instructions and multitasking
- Proficiency with working computer standard programs.

## **STUDENT LEARNING OUTCOMES**

*As a result of completing this internship, the student will:*

### **Academic Learning Outcomes:**

- **Chemical Safety Knowledge:** Gain a comprehensive understanding of chemical safety practices by managing Safety Data Sheets and categorizing products based on hazard classes.
- **Regulatory Compliance Knowledge:** Learn about OSHA standards and state regulations, enhancing the ability to ensure campus-wide compliance with environmental health and safety regulations.

### **Industry Learning Outcomes:**

- **Practical Inventory Management:** Develop hands-on skills in managing and organizing a large-scale inventory system, including the use of specific software and tools for inventory and safety compliance.
- **Safety Protocol Implementation:** Acquire the ability to implement and monitor safety protocols across different campus environments, understanding how to apply safety standards in various settings.

### **Career-Readiness Learning Outcomes:**

- **Problem-Solving Skills:** Enhance problem-solving abilities by navigating complex inventory challenges and developing solutions that ensure safety and efficiency.
- **Professional Communication:** Improve communication skills through regular interactions with faculty, staff, and potentially external agencies, learning to convey information clearly and effectively in a professional setting.
- **Project Management Skills:** Build project management capabilities by overseeing the EH&S inventory project, planning and executing tasks within set timelines, and preparing reports.
- **Leadership Development:** Develop leadership skills by training future SDS inventory workers, providing guidance and ensuring quality and consistency in inventory management practices

## PROFESSIONAL DEVELOPMENT & TRAINING

### Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## LEARNING ASSESSMENT & PERFORMANCE EVALUATION

### Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework