



Chemistry Faculty/Lab Safety Coordinator/Chemical Hygiene Officer Job Description

Job Title: Chemistry Faculty/Lab Safety Coordinator/Chemical Hygiene Officer
Job Class: Instructional
Department: Health Sciences
Reports To: Dean of Health & Sciences
FLSA Status: Exempt
Compease: Grade 13
Approved By: Vice President of Academic Affairs
Approved Date: 05/12/23

I. Position Purpose

A faculty member will be responsible for curriculum, instruction, and will be an integral part of the student educational experience. A faculty member will provide engaged instruction; develop curricula; conduct program, course, and student outcomes assessment; advise and support students. A faculty member will be responsible for laboratory safety in the sciences, will serve as the Chemical Hygiene Officer for the college, and will be a member of the college's Emergency Response Team. A Faculty member will engage in the professional work to advance the College's mission by participating in institutional advancement, professional development, and community service in the pursuit of excellence.

II. Duties and Responsibilities

PROVIDE INSTRUCTION: A faculty member will assess, revise, and develop courses to maintain a current, relevant curriculum; develop lesson plans; organize and manage instructional activities; use appropriate learner-centered instructional methods; utilize new technology and the WSCC learning management system in all classes. A faculty member will be responsible for the evaluation of student learning and provide evaluation methods appropriate to outcomes; evaluate student learning in a fair manner; maintain accurate records of evaluation and course work, including attendance; submit grades; seek feedback on course delivery and student learning; order textbooks; and maintain lab and equipment.

DEVELOP CURRICULUM AND CONDUCT ASSESSMENT: A faculty member will network with community and industry partners to build a strong advisory board; gather feedback from stakeholders to design curricula and develop program outcomes. A faculty member will be responsible for annual program assessment and comprehensive program reviews; gather and analyze data including student outcome, enrollment, retention, and completion data to support continuous improvement. Faculty will collaborate with business, industry, and professional organizations in order to understand changes in the field and explore future trends.

ENGAGE IN ADVISING & STUDENT SUPPORT: A faculty member will engage students' in the advising process; meet with advisees face-to-face as often as needed; use institutional tools to create student plans and maintain documentation for each advisee; maintain required office hours compatible with student schedules; direct students to appropriate college resources; and evaluate graduation progress and completion.



PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT: A faculty member will work to advance the College's mission and vision; abide by the College's values, following policies and procedures; promote a positive working relationship across divisions; participate in committees and institutional activities; participate in program recruitment; support workforce development; and perform other job-related duties as assigned.

ENGAGE IN PROFESSIONAL DEVELOPMENT: A faculty member will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

RESPONSIBLE FOR LABORATORY SAFETY AND CHEMICAL HYGIENE: A faculty member will be responsible for lab safety, training, waste disposal, updates to the lab safety manual, the chemical hygiene plan, consulting support for safety issues on the campus, EPA and OSHA regulations and serve as the Chemical Hygiene Officer for the college.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE: A faculty member will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. Exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications – Education, Skills, and Experience

- Master's Degree in Chemistry or related field with 18 graduate hours in Chemistry from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation
- Minimum of 5 years of full-time, professional, field and/or lab experience in a related field.
- Evidence of professional development in the field of concentration

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).