

Director of Research Operations and Environmental Health and Safety

Posting Details

Position Information

Position Number	999781
Functional Title	Director of Research Operations and Environmental Health and Safety
Position Type	Administration - Staff
Position Eclass	EP - EHRA 12 mo leave earning

University Information

Located in North Carolina's third largest city, UNC Greensboro is among the most diverse, learner-centered public research universities in the state, with nearly 18,000 students in eight colleges and schools pursuing more than 150 areas of undergraduate and over 200 areas of graduate study. UNCG continues to be recognized nationally for academic excellence, access, and affordability. UNCG is ranked No. 1 most affordable institution in North Carolina for net cost by the N.Y. Times and No. 1 in North Carolina for social mobility by The Wall Street Journal — helping first-generation and lower-income students find paths to prosperity. Designated an Innovation and Economic Prosperity University by the Association of Public and Land-grant Universities, UNCG is a community-engaged research institution with a portfolio of more than \$67M in research and creative activity. The University's 1,100 faculty and 1,700 staff help create an annual economic impact for the Piedmont Triad region in excess of \$1B.

Primary Purpose of the Organizational Unit

The Joint School of Nanoscience and Nanoengineering (JSNN) combines the genuine excellence of two great universities, North Carolina A&T State University (NC A&T SU) and the University of North Carolina at Greensboro (UNCG), to bring interdisciplinary research and education in nanotechnology. The unique strength of JSNN is a result of the strengths of the two institutions, industrial partners, and exceptional faculty. JSNN brings together a community of scholars, students, and professional staff who share a commitment to excellence and a desire to make a difference in people's lives.

Position Summary

The major role of this position is to oversee all operations at JSNN related to research activities conducted by faculty, Research Staff, and students. The role will be responsible for developing, managing, and maintaining a comprehensive environmental health and safety program for JSNN that covers chemical hygiene, biological hazards (oversight of BSL2 and BSL3 research activities) biosecurity, and radiation safety. The role will oversee the implementation of policies and procedures for research operations and programs that will ensure minimization of risk and exposure to unsafe conditions and facilities for employees, students, and visitors. The position will be responsible for training all researchers in all matters related to safety, and may also serve as a guest lecturer for courses that cover safety-related matters.

Minimum Qualifications

- Master's Degree in a discipline related to environmental health and safety or a bachelor's degree and an equivalent amount of education and experience.
- Over 5 years of experience overseeing a comprehensive environmental health and safety program at an academic institution, or a high-level research facility.
- Candidates must have a strong knowledge of OSHA and EPA regulations.
- Candidates must possess strong leadership and interpersonal skills.
- Understanding of maintaining operations for a research facility.
- Demonstrated evidence of work experience that ensured building/facility operation safety and security.
- Effective written and verbal communication skills.

Additional Required Certifications, Licensures, and Certificates

Preferred Qualifications

- Experience overseeing and prioritizing multiple demanding projects.
- Strong business and leadership acumen.
- A certified Safety professional is preferred.
- Significant experience in understanding and overseeing BSL2 and BSL3 operations.
- Ability to easily adapt to a dynamic research environment.

Special Instructions to Applicants

Recruitment Range	Commensurate with experience
Org #-Department	Dean's Office - NN - 13201
Job Open Date	08/30/2024

For Best Consideration Date	09/09/2024
Job Close Date	
Open Until Filled	Yes
FTE	1.000
Type of Appointment	Permanent
If time-limited, please specify end date for appointment.	
Number of Months per Year	12
FLSA	Exempt

Key Responsibilities

Percentage Of Time	25
Key Responsibility	General EH&S Management
Essential Tasks	<ul style="list-style-type: none"> • Develops, implements, and administers policies and procedures to ensure that all labs are safe and adhere to safety regulations. • Ensures that all labs are compliant with OSHA requirements and other regulatory agencies. • Ensures that material safety data sheets are maintained and readily accessible when needed. • Oversees Radiation Safety Program. • Oversees the chemical waste management program.
Percentage Of Time	20
Key Responsibility	EH&S Training
Essential Tasks	<ul style="list-style-type: none"> • Provides regularly scheduled training programs for specific lab operations focused on radiation safety, biosafety and biosecurity, and chemical hygiene. • Develops and implements safety procedures and processes. • Evaluate jobs, workstations, and facilities for safety issues and maintain appropriate records. • Provides methods to identify and communicate information about hazards present in the area.
Percentage Of Time	25
Key Responsibility	Research Operations
Essential Tasks	<ul style="list-style-type: none"> • Ensures that the facility is functioning up to the required State guidelines and that support is sought as needed. • Supports Research Associates in maintaining and updating laboratory safety plans. • Supports Research Associates in updating and maintaining laboratory safety signage. • Oversees general laboratory inspection. • Directs the oversight of shared space and equipment. • Conducts exposure assessment. • Inspects safety showers and eyewashes. • Inspects fume hood performance. • Identifies employees/operations requiring respiratory protection. • Responsible for post-accident investigations and corrective actions. • Implements strategies for continuous improvement.
Percentage Of Time	20

Key Responsibility Biosafety and Biosecurity

Essential Tasks

- Coordinates biohazardous waste disposal with the vendor.
- Provides weekly validation of autoclave with treatment of infectious material.
- Oversees biosafety cabinet certification.
- Maintains proper function of the BSL3 facility.
- Oversees the bloodborne pathogens safety program and training.

Percentage Of Time 10

Key Responsibility EH&S Committee Oversight and Participation

Essential Tasks

Participates in, or chairs committees:

- JSNN Laboratory Safety Committee.
- Institutional review board.
- Institutional biosafety committee.
- Institutional Animal Care and Use Committee.

ADA Checklist

ADA Checklist

R for Rare (0-30%), O for Occasional (30-60%), F for Frequent (60-90%), C for Constant (90-100%).

Physical Effort Hand Movement-Grasping - C, Reading - C, Writing - C, Hearing - C, Talking - C, Standing - F, Sitting - F, Climbing-Stairs - O, Reaching - F

Work Environment Inside - C

Applicant Documents

Required Documents

1. Resume/CV
2. Cover Letter

Optional Documents

1. List of References
2. Reference Letter 1
3. Reference Letter 2
4. Reference Letter 3
5. Unofficial Transcript(s)
6. Other Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you eligible to work in the United States without sponsorship?
 - Yes
 - No