COLLEGE OF
SAINT MARY

# Coordinator, Science Lab Safety *(part-time)*

**Join Our Biology and Chemistry Team at College of Saint Mary.** At College of Saint Mary, student success is at the heart of everything we do. This part-time, 20 hours/week, Coordinator, Science Lab Safety position supports biology and chemistry faculty by maintaining safe, compliant, and well-prepared laboratory environments.

**Are You Someone Who:**

- Works independently with precision and sound judgment
- Has strong attention to safety, organization, and detail
- Understands the importance of safe chemical handling and laboratory procedures

**Does Your Education and Experience Include:**

- A bachelor's degree, which is required
- Experience preparing solutions, reagents, or microbiology media
- Science laboratory management experience and
- OSHA safety experience preferred

**What You'll Do**

- Serve as the Chemical Hygiene Officer
- Monitor chemical labeling, safety records, Safety Data Sheets, inventory, and waste disposal
- Provide safety training and updates to faculty
- Prepare materials, reagents, and media for biology and chemistry laboratory courses
- Set up, clean, and break down laboratory spaces
- Arrange maintenance for smaller equipment, including balances, autopipettes, and microscopes
- Order laboratory materials, complete purchasing reports, and track spending
- Maintain accurate safety, purchasing, inventory, and compliance records

**Physical Requirements**

This position requires frequent walking and standing and occasional lifting of materials weighing up to 50 pounds. The role may involve exposure to laboratory hazards, noise, and chemicals, as well as occasional use of tools and equipment.

**Why You Want to Be on This Team**

- Mission-driven work. Support laboratory experiences that help prepare CSM students for future careers and continued study.
- Meaningful impact. Help create safe, organized, and effective learning environments.
- Collaborative relationships. Work closely with faculty and contribute to the success of the science programs.

**Application**

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: Coordinator, Science Lab Safety

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*