Georgia State University

Job Title: Biosafety Specialist

BCAT Code: 09YX04  Effective Date: April 1, 2007
Pay Grade: G12  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Assists in the on-going development and implementation of a comprehensive biological safety program designed to facilitate campus research initiatives while protecting faculty, staff, students and visitors as well as the environment from the adverse effects of research involving biological material. This is an entry-level position within the Biosafety Specialist series. This level may also be used as the training level. Duties are performed under direct supervision.

Examples of Duties
- Provides administrative assistance in the review of research proposals involving the use of biological material, laboratory operations and facilities, and construction/renovation plans.
- Participates in activities of the Institutional Biosafety Committee (IBC).
- Provides administrative assistance to assigned committees and programs.
- Oversees the biomedical waste disposal and associated recordkeeping.
- Provides administrative assistance with program outcome measurements.
- Supports and assists with efforts to ensure compliance with federal, local and University policies, procedures and regulations associated with research involving biological material.
- Serves as a first responder to emergency situations.
- Assists with the evaluation for all aspects of biosafety to assure appropriate health and safety controls, containment, and compliance with National Institutes of Health (NIH), Centers for Disease Control (CDC), United States Department of Agriculture (USDA) and other federal, state, local and University requirements.
- Assists with the development of biological safety training and educational programs.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of word processing, spreadsheets, and database software.
- Knowledge of applicable federal, state and local laws, regulations, codes and guidelines related to research involving biological material.
- Ability to work under pressure and handle stressful situations.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor's degree in Microbiology, Biology, Public Health, or related field and one year of related experience. Must be able to wear and use appropriate personal protective equipment (PPE).

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.