Georgia State University

Job Title: Research Safety Specialist

BCAT Code: 09YX05
Pay Grade: G12

Effective Date: June 1, 2011
FLSA Status: Non-Exempt
Revision Date: July 1, 2013

General Description
Under direct supervision, assists in the ongoing development and implementation of a comprehensive research safety program designed to facilitate campus research initiatives while protecting faculty, staff, students, visitors and the environment from the adverse effects of research involving biological and radiological material. This is an entry and training level position.

Examples of Duties
- Identifies and evaluates occupational exposures and hazardous conditions; recommends controls to eliminate and/or minimize employee health risks in laboratories and related facilities.
- Establishes and maintains records, reports, documents, license amendments, and other records required by regulatory organizations.
- Investigates incidents in which personnel exposure to radiation is anomalous and/or exceeds permissible limits.
- Collects, moves to storage, and properly disposes hazardous materials.
- Responds to laboratory and research facility emergencies involving biological, radiation, and radioactive material.
- Assists the Radiological Protection Committee Chairperson and the Institutional Biosafety Committee (IBC) in scheduling meetings, drafting agendas, and maintaining the committee meeting minutes.
- Conducts incident investigations; provides incidents reports; develops and implements corrective action measures as needed.
- Provides expertise and support to the Office of Research Integrity regarding biological, radiation, and radioactive materials.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable federal, state, local laws, regulations, codes, and guidelines related to research involving biological and radiological material.
- Knowledge of word processing, spreadsheets, and database software.
- Ability to wear and use appropriate personal protective equipment (PPE).
- 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 a related field and one year of related experience.

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.