

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT Student Safety Assistant	RANK x383	GROUP III

DEFINITION:

Under the close supervision of a Manager/Supervisor, the Student Safety Assistant will perform the following duties:

- (a) Gathers excess chemicals from UIC generator departments that are disposing of surplus chemicals.
- (b) Inspects all surplus chemical packages to ensure safe transportation within the University.
- (c) Transports surplus chemicals to designated processing areas using carts or EHSO (Environmental Health and Safety Office) vehicles.
- (d) Conducts laboratory cleanouts, including processing surplus chemicals found in laboratories and chemical stockrooms.
- (e) Manage surplus chemicals by:
 - (1) Sorting chemicals into hazard classes for safe storage.
 - (2) Determining the hazard class using the latest available data from reputable sources.
 - (3) Treating hazardous waste through reactions to make it non-hazardous, such as neutralizing inorganic acids.
 - (4) Consolidating certain solvent wastes into larger containers for final storage before disposal.
 - (5) Preparing hazardous waste for off-site shipment.
- (f) Records all surplus chemical activities in the computer database.
- (g) Updates Material Safety Data Sheet files regularly.

BASIC QUALIFICATIONS:

Completed three (3) semesters of University coursework including at least one (1) semester of chemical safety, hazardous waste, or for any laboratory management or industrial career.

LEARNING OUTCOMES*:

- Communicate in a clear and organized manner so that others can effectively understand.

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- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Proactively anticipate needs and prioritize action steps.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
- Demonstrate flexibility by adapting to diverse environments.
- Have attention to detail, resulting in few if any errors in their work.
- Prioritize and complete tasks to accomplish organizational goals.
- Use technology to improve productivity and efficiency of their work.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).