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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<thead>
<tr>
<th>Subject</th>
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<tr>
<td>Student Safety Assistant</td>
<td>x383</td>
<td>III</td>
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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.