Title: Biological Safety Specialist

Essential Function

Under general supervision from a designated administrator, provide assistance with the development, implementation and management of the internal operations and procedures of the University Biological Safety Program.

Characteristic Duties

- Advise researchers on policies, procedures and corrective actions for all proposals relating to the use of hazardous biological agents and recombinant DNA molecules.

- Review research proposal forms related to hazardous biological agents.

- Coordinate compliance with city, state and federal regulations and the Institutional Biosafety Committee (IBC) by receiving, reviewing, and processing all protocols for the IBC.

- Assist with instituting policies and procedures (i.e., laboratory inspection, procedure manuals and forms) to ensure compliance with local, state, federal and University regulations.

- Keep abreast of current regulations and their impact on University research operations.

- Supervise the maintenance of all records for the Biological Safety Office and the Institutional Biosafety Committee.

- Act as liaison to external regulatory agencies (i.e., CDC, USDA, FBI).

- May serve on various committees.

- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be Microbiology, biological sciences or related field with experience in coordination of a biological safety program.

Last updated: August 2004