

## Duty Statement Examples

Develops and administers specific environmental health and safety programs including: radiation safety, laboratory safety, ergonomics, respiratory safety, personal protective equipment (PPE) and hazardous waste to insure compliance with federal and state health and safety laws. Performs fact finding and research of applicable laws and University regulations to create and implement programs. Develops written policies and programs that conform to appropriate OSHA, PESH, DEC, EPA, DOL regulations, as appropriate. Develops and delivers training (except radiation safety), as needed, to affected departments/persons in the subject matters identified above.

Responsible for up set up and subsequent dismantle of weekly teaching laboratory activities including chemical mixtures and hardware for approximately 500 students in 34 sections of 6 courses each semester. Meets with professors to determine lab activity requirements at least one week prior to the classroom presentation. Prepares and distributes chemical solutions and apparatus specific to each laboratory activity. Removes and properly store and/or dispose of all chemicals and hardware at the end of each laboratory activity in accordance with Chemistry Department's written safety procedures.

Provides financial management for a large college department with an operating budget of two-million dollars. Reviews accounting activities posted to the General Ledger on a monthly basis by accessing web accounting system (SMRT). Reviews and approves changes to requisitions via web access and review of back-up documentation to ensure best price has been obtained, quantity/scope appears complete/not excessive, and expenditure is made from the appropriate account. Writes an annual expenditure tracking report and presents findings and recommendations to senior department leaders, Vice President for Administration and the Assistant Vice President for Budget regarding necessary adjustments to activity in order to meet budget targets.

Implements a group career counseling process by developing and delivering presentation on workshops on career development activities, which includes resume writing, interviewing and graduate school application planning. Coordinates and assists with larger group programs. Develops workshops for faculty and student groups on topics of special interest to specific disciplines and class sessions. Create and update PowerPoint presentations for staff to use for workshop delivery.

Manage and maintain a portfolio of planned and major gift prospects requiring an aggressive program of personal visitations of at least 100 visits per year. Develops a prospect proposal based on in-depth research of institutional priorities and prospect's interests. Delivers presentation of proposals for support to individual donors using a personalized, on-site visit format.