Administrative Professional/Research Associate I Position
Occupational Safety Consultant
Occupational Health and Safety Consultation Program

Position Description
The Occupational Health and Safety Consultation program is funded by the United States Department of Labor. This on-site consultation program offers free and confidential safety and occupational health advice to small and medium-sized businesses in all 50 states. In Colorado, consultation services are provided through Colorado State University. The program is committed to providing comprehensive safety and health solutions for small businesses throughout Colorado.

Services offered to qualifying small businesses include on-site safety and health audits, health and safety program review and assistance, assessments of health and safety management practices, health and safety training and education, OSHA compliance assistance, workplace air and noise monitoring, technical guidance and information, and printed materials on occupational safety and health.

The service is delivered by employees of Colorado State University, all of whom have advanced degrees in occupational safety or health and over five years experience in the health and safety field.

Job Summary
Provide occupational safety assistance to a variety of small businesses in Colorado as stipulated by contract with the United States Department of Labor, Occupational Safety and Health Administration (OSHA).
Assess occupational safety issues/hazards, safety programs, and comprehensive safety and health management systems within Colorado small businesses.

Develop occupational safety assessment reports for Colorado small businesses.
Physical aspects of this position include, but are not limited to, lifting objects weighing up to 40 pounds, climbing stairs and ladders, standing on elevated platforms, and varying work hours with shifts that may occasionally last up to 14 hours.
Travel to small businesses throughout Colorado will be required.
Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.

Required Qualifications
- A Bachelor of Science degree in occupational/industrial safety, or related field of study
- Working knowledge of OSHA standards, policies, and guidelines as outlined by Title 29 Code of Federal Regulations Parts 1910 and 1926
- Ability to recognize unsafe/non-compliant working conditions in occupational settings and recommend appropriate safety controls
- Demonstrated ability to meet report deadlines
- Valid driver’s license or ability to obtain one by the start date

Preferred Qualifications
- A Master of Science degree in occupational/industrial safety, or related field of study
- Certified Safety Professional (CSP)
- Basic computer skills (word processing, spreadsheets, etc.)
- Advanced written and verbal communication skills
- Experience working in teams
- Excellent customer service
- Ability to speak, read, and write Spanish
To apply to the position, applicants must submit a letter of interest including career goals and objectives; a resume; academic transcripts (unofficial copies are acceptable); and contact information for three professional references (including postal address, telephone number, and email address) to the following link: http://jobs.colostate.edu/postings/33132. Applications will be accepted until the position is filled; however, to ensure full consideration, application materials must be submitted by June 10, 2016. Questions about the position can be sent to Ms. Layne Sargent, Search Committee Chair (layne.sargent@colosate.edu). Questions about the application process can be sent to Ms. Jean Runyan (jean.runyan@colostate.edu).

Colorado State University, with an enrollment of over 30,000 students, is located in Fort Collins at the base of the Rocky Mountains. Less than an hour from Rocky Mountain National Park, Fort Collins is a small city of 150,000 with an excellent school system, an expansive park and natural area program with extensive biking, hiking and walking trails, and over 300 days of sunshine each year. Fort Collins is often rated as one of the “Best Places to Live” in the United States. Fort Collins has exceptional and abundant outdoor and cultural activities, and the cities of Boulder and Denver are within an hour drive. More information about Fort Collins and Colorado State University can be obtained at http://www.ftcollins.org/ and http://www.colostate.edu/visiting-campus.aspx.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy, and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.