



Alabama State University

OFFICE OF HUMAN RESOURCES

STAFF JOB DESCRIPTION

POSITION TITLE: BIOSAFETY MANAGER

FUNCTION/SUMMARY:

Alabama State University invites applications to fill the position of Biosafety Manager. The selected applicant will oversee, develop, and monitor a biological safety program covering all research projects involving human, animal, or plant tissues and pathogens.

DUTIES AND RESPONSIBILITIES:

- Collaborates with appropriate employees and stakeholders to develop and apply a comprehensive biological safety program covering all relevant research projects;
- Develops and maintains a database of toxins and biological agents currently in use within research projects;
- Collaborates with occupational health and emergency hygienists on issues regarding risk assessment, disaster response, and disease prevention;
- Reviews applicable biosafety communication to ensure policy information provided is current and accurate;
- Develops training materials for teaching safety protocols to researchers working on affected projects;
- Oversees the training of all personnel in general lab study;
- Ensures that appropriate employees are trained in the bloodborne pathogen exposure control plan;
- Ensures bloodborne pathogen exposure control plan adequately addresses current needs;
- Maintains current expertise on government regulatory requirements and guidelines, as well as all current professional standards;
- Ensures proper procedures are followed when shipping biohazardous goods; and
- Additional duties may be assigned as needed.



REQUIRED MINIMUM EDUCATION, TRAINING, AND EXPERIENCE:

- Masters degree in Molecular Biology, Biosafety, Immunology, Environmental Health, or similar degree required; Ph.D. and status as certified biological safety professional (CBSP) through the American Biological Safety Association (ABSA) preferred;
- At least five years of direct experience directing a biological safety program required;
- Excellent verbal and written communication skills;
- Proficient in Microsoft Office Suite or related software;
- Excellent organizational skills and attention to detail; and
- Excellent administrative skills necessary to manage multiple biosafety protocol.

OTHER SPECIAL CONSIDERATIONS:

- Prolonged periods sitting at a desk and working on a computer; and
- Must be able to lift up to 15 pounds at times.

DISCLAIMER:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of a person in this position.