# **POSITION DESCRIPTION**

POSITION TITLE

Visiting Instructor Position

WVU Extension Service

# **PRIMARY POSITION LOCATION**

Safety and Health Extension WVU Extension Service 3604 Collins Ferry Rd. Morgantown, WV 26506

SCREENING WILL BEGIN ON: April 3, 2013

### PURPOSE:

With the leadership of the Safety and Health Extension Program Leader, the applicant will work to design, develop, implement, deliver, and evaluate educational materials, strategies, techniques, and programs that serve to reduce occupational injuries and illnesses within industries in West Virginia and surrounding states. Training will take place under the sponsorship of management, unions, associations and the public. This position will focus and lead efforts for the development of new OSHA training curriculum for several OSHA Education Center courses and for OSHA 10 and 30 Hour courses. Additional work will include teaching and curriculum development as part of current and future OSHA Susan Harwood grants and data collection, analysis and instruction as part of the NIOSH / Duke University funded Nail Gun Injuries grant.

This position is fully funded by a combination of fees generated through the OSHA Education Center and through participation on two federal grants. The visiting position will be for a maximum of five years and will be evaluated for continuation annually. Both in-state and out-of-state travel is required.

### SPECIFIC RESPONSIBILITIES:

- 1. Teach approximately 200 hours per year of occupational health and safety classes to workers, managers, and business owners in West Virginia and the surrounding region. The primary training hours will be as an OSHA Trainer as part of the OSHA Education Center for construction, general industry, and specialty topic areas (industrial hygiene, excavations confined space, electrical, etc.).
- 2. Lead project to develop new OSHA 10 and 30-hour curriculum for construction and general industry. WVU will make this curriculum available to all OSHA Education Centers throughout the United States.
- 3. Lead project to revise all OSHA Education Center curriculum to meet new requirements of the OSHA Directorate of Training and Education resulting in new PowerPoint presentations and student and instructor manuals.

- 4. Consult with employers, unions, government, and other organizations to assess occupational health and safety program and industrial hygiene needs that can be provided.
- 5. Develop curricula for classes to be taught, including assembling materials, writing handouts and manuals, creating PowerPoint slides, and other visual aids.
- 6. Develop and author contracted educational and training materials and programs for unions, government agencies, employers, associations and other organizations.
- 7. Provide technical assistance/problem solving services as requested by client groups, including industrial hygiene services (air monitoring, noise level monitoring, and ergonomics assessments), safety audits, and safety management recommendations.
- 8. Market training and technical assistance programs and work with other staff in the preparation of grant and contract proposals.
- 9. Participate in "in-house" training and other technical training sessions for continuous professional development.
- 10. Develop, write and implement research, training and service grant proposals and contractual agreements for the reduction of occupational injuries, illness and fatalities.
- 11. Prepare and submit required grant and other reports, attend grantee and other meetings and committees (University, State, Regional and National) to fulfill responsibilities.
- 12. Establish and maintain a working relationship with other Extension and WVU faculty, state, federal OSHA and NIOSH staff, and other professionals, as the job requires.
- 13. Other related responsibilities as assigned.

#### **OUALIFICATIONS:**

A master's degree from an accredited school or university is required in industrial hygiene, occupational safety and health, public health or related field.

A minimum of 1 year of occupational safety and health experience

GSP (Graduate Safety Professional), ASP, CSP, CIH, CSHM, or ARM required.

Strong technical and communication skills.

Applicants must be willing and have the ability to travel as required including overnight and out of state. Overnight travel occurs approximately 1 day per week.

Successful applicant must be physically able to carry equipment up ladders, walk on low sloped

roofs, wear personal fall arrest equipment while inspecting near unprotected work areas at heights and carry equipment as heavy as 70 pounds.

The position will not earn time toward tenure.

Strong applicants will demonstrate experience:

- in training curriculum development and delivery
- in conducting occupational safety and health training

**Salary:** Salary range will be \$45,000 to \$52,000. Position will be funded by fees generated and grants.

**Benefits:** Retirement program, annual and sick leave, paid holidays, workers' compensation, and the following optional benefits: group health, life, and accident insurance; supplemental retirement programs; and pre-tax benefits in child care, dental care, and vision care.

**Application Process:** If you meet the stated requirements and would like to be considered for the position, submit the following information: cover letter, resume or curriculum vitae of academic training and professional experience, transcripts, list of three references (including address, e-mail, phone, and fax numbers) who can reflect on the applicant's professional strengths. All information must be submitted in Electronic submissions in Word format in ONE Word file (excluding transcripts). Send to EHRRecruitment@mail.wvu.edu. For inquiries, call:

West Virginia University Extension Service at Phone 304/293-8613.

**Social Justice:** The incumbent in this position is responsible for fulfilling the legal and moral mandates of appropriate laws and University policies regarding civil rights compliance, the Americans with Disabilities Act, and related social justice issues.

**Equal Employment Opportunity:** West Virginia University is an Equal Opportunity Employer and applicants will be considered solely on the basis of individual qualifications and merit and without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Minorities, persons with disabilities, females and other protected class members are encouraged to apply.

Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise as necessary.

Visit our Web site at <a href="http://www.wvu.edu/~exten/">http://www.wvu.edu/~exten/</a> for additional information about West Virginia University and the WVU Extension Service.

