Western Connecticut State University
Environmental Health & Safety
Fire Safety - University Assistant
Part Time – 19 hours per week

Western Connecticut State University is pleased to announce that applications are being accepted for a part-time Fire Safety University Assistant.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Primary responsibility will be to promote a safe work environment by providing technical support to achieve compliance with University policies and applicable codes. Duties will include: conduct inspections and coordinate the testing and maintenance of fire detecting and life safety systems; inspect university facilities to ensure compliance with applicable fire and life safety codes; conduct occasional training sessions to students, faculty, and staff on fire safety and fire extinguisher usage; assist with building inspections and evacuation drills, and may respond to fire related incidents; and maintain detailed records associated with the specific duties within the fire safety program. Position will involve moderate exposure to extreme temperatures and hazardous areas, handling fire extinguishers of 30 or more pounds, and extended periods of walking and standing.

Qualifications: High school diploma and prior experience in emergency management/fire safety is required; Must possess a current and clean driver’s license; Must be proficient in the use of Microsoft Office, including Outlook, Word & Excel; Must possess excellent interpersonal skills, as well as oral and written communication skills to develop and maintain effective working relationships, and the ability to work as part of a team or independently.

Work Hours, Salary & Benefits: 19 hours per week. $20.00 per hour: Information on benefits can be found on the Human Resources website: [http://wcsu.edu/hr/benefits/](http://wcsu.edu/hr/benefits/). Please note there are no paid benefits for this position. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

Application Process: Prospective candidates must apply via email by submitting a cover letter, which includes the contact information for (3) current professional references and a resume, to hrpositions@wcsu.edu. In email subject line of reference: Your Last Name – Fire Safety UA. Application review will begin immediately and continue until the position has been filled.

Western is an Affirmative Action Equal Opportunity Educator/Employer