INCUMBENT'S NAME: [Redacted]

DATE WRITTEN: September 1, 2021

POSITION TITLE: Emergency Management Specialist

DEPARTMENT: Emergency Management

FUNCTION:
The Emergency Management Specialist is a student employee position within the Emergency Management department that assists in a wide variety of activities designed to assist in maintaining and maturing the University’s emergency management program.

Broad responsibilities include:
- Prepare training materials
- Prepare materials and logistics for emergency drills and exercises
- Assist in the setup, delivery, teardown and evaluation of emergency drills and exercises
- Maintain and enhance IT applications and equipment that support the University’s emergency management program
- Develop and maintain how-to and technical documentation
- Serve in the Emergency Operations Center during non-law enforcement sensitive activations
- Assist in the development of Incident Action Plans for planned events

Specific responsibilities include:
- Conduct, critique and document routine tests of various emergency-related systems
- Maintain on-boarding and operational manuals for members of emergency response teams
- Assist in the development and execution of training, drills and exercises
- Assist in maintaining content on the Safe Redbirds social media accounts and the Emergency Management website
- Assist in developing emergency preparedness awareness and education campaigns
- Conduct two-way radio check-outs/check-ins
- Assist in maintaining the department’s inventory
- Maintain readiness of technology equipment within the Emergency Operations Center
- Develop capabilities within the Virtual Emergency Operations Center application
- Participate in planning meetings
- Participate during home Football games and other planned events, as needed

Supplemental questions:
1. Describe your academic, work and/or other experience in public safety or related area
2. Describe your comfort with utilizing technology
3. Explain why you are interested in this position.

ORGANIZATIONAL RELATIONSHIPS:
The Emergency Management Specialist reports to the Deputy Director, Emergency Management. This position will collaborate with emergency management staff members and with University employees and students.
KNOWLEDGE/EXPERIENCE REQUIRED

1. Academic or practical experience within one or more disciplines of public safety (law enforcement, fire service, emergency medical services, public health, health sciences, nursing, emergency management, life guard, Explorers/Civil Air Patrol/Scouts, etc.)

2. Competency in the Microsoft Office suite of applications (Word, Excel, PowerPoint)

3. Comfortable working with various software and applications, including application enhancement

4. Excellent written and oral communication skills, including the ability to communicate with individuals from various technical and educational backgrounds

5. Ability to work independently when necessary

6. High personal integrity and self-motivated

7. Excellent interpersonal skills