CLASSIFICATION SUMMARY
THE GEORGE WASHINGTON UNIVERSITY

FLSA: Exempt
Code: 13DB
Grade: 14

Title: Emergency Management Associate

BASIC FUNCTION AND RESPONSIBILITY

To perform activities that help ensure that the goals and initiatives of the Office of Public Safety and Emergency Management (OPSEM) are achieved, to include public outreach, relations and awareness.

ENTRY-LEVEL QUALIFICATIONS

A Bachelor’s Degree in Public Safety & Emergency Management (or closely related field), or an equivalent combination of education, training and experience is necessary.

At least one year of professional experience in the field of public safety and emergency management which involved preparing and drafting information used for public safety and emergency management outreach and awareness, including but not limited to, announcements, information ads/flyers, documentation/procedures manuals and guidelines is necessary.

Knowledge and ability to update and/or maintain web page information is necessary.

Direct work experience interacting and communicating with management level staff is necessary.

Proficiency with a personal computer is necessary.

Some graduate level coursework in Public Safety & Emergency Management, or related discipline is highly desirable.

Note: The incumbent in this position is designated as essential personnel during an emergency incident.

The George Washington University is an Equal Opportunity/Affirmative Action Employer.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.