CLASSIFICATION SUMMARY

THE GEORGE WASHINGTON UNIVERSITY

Title: Training Coordinator, READI

BASIC FUNCTION AND RESPONSIBILITIES

To develop, coordinate, administer and evaluate the ODP Training Programming (Office of Domestic Preparedness) training course offerings provided through READI in the subject matter area of Law Enforcement, Fire Services, Hospital & Public Health, Emergency Medical Services, Emergency Management Services, or Public Administration, and to serve as the liaison and information expert to the professional community in that particular subject matter area by promoting and facilitating the educational performance of course delivery and instruction through READI (i.e., Response to Emergencies & Disasters Institute).

ENTRY LEVEL QUALIFICATIONS

An Associate’s degree is necessary.

A minimum of 6 years experience in the field of Law Enforcement, Fire Services, Hospital & Public Health, Emergency Medical Services, Emergency Management Services, or Public Administration, plus at least 4 years experience performing training and educational programming in that particular area, to include at least 2 years of related administrative experience is necessary.

Must be certified (and maintain certification) within designated subject matter area.

Proficiency with word processing and database software management is necessary.

A Bachelor’s degree is desirable.

Note: This position is located in Ashburn, Virginia.

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.