



Position Announcement

**Western Connecticut State University
University Police & Public Safety
Emergency Management University Assistant
Part-time Position**

Western Connecticut State University is pleased to announce applications are being accepted for part-time, 19 hours per week Emergency Management University Assistant position in our University Police & Public Safety department.

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. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

The University Police & Public Safety department oversees our Environmental Management services at the University. Additional information is available at www.wcsu.edu/police/. Information on the University may be found on www.wcsu.edu.

Position Responsibilities: Primary responsibility will be to support the Department of Public Safety in administering Emergency Management plans, programs, and activities. Duties will include:

- Support emergency response planning, documentation, and communications
- Organize and assist with training sessions, drills, and safety exercises for the University community
- Assist in tracking and inspecting emergency response resources, including life safety equipment and supplies
- Compile reports, analyze data and contribute to post-event evaluations
- Assist in disseminating alerts, notices, and information to internal and external stakeholders
- Assist in conducting risk assessments and vulnerability studies to identify potential hazards
- Assist in maintaining public safety certification and accreditation
- Assist with emergency management related office administration and procurement processes

Qualifications:

- Strong verbal and written communication skills for reporting, preparing documentation and coordinating with faculty, staff, and emergency responders
- Superior organizational and managerial skills with the ability to prioritize, multi-task and maintain attention to detail
- Self-starter and flexible attitude with the ability to work independently and collaboratively as part of a team



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- Strong computer skills, including proficiency with Microsoft Office Suite and ability to learn new systems
- Knowledge of Emergency Management plans, programs and activities preferred
- Knowledge of Public Safety procedures and risk assessment preferred

Work Hours, Salary & Benefits: 19 hours per week. \$24.00 per hour. Additional information on part-time benefits can be found at www.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 submit a cover letter, which includes the contact information for (3) current professional references and a resume. Questions may be directed to hrpositions@wcsu.edu – please reference EMS UA in subject line. Application review will begin immediately and continue until the position has been filled.

To apply, submit your materials to:

<https://westernconnecticutstateuniversity.applytojob.com/apply/8gwk0ZapZS/Emergency-Management-University-Assistant>

Western is an Affirmative Action Equal Opportunity Educator/Employer