AUBURN
Human Resources

Spec, Training & Exercise Program

Job Description

JOB INFORMATION

Job Code	EE16
Job Description Title	Spec, Training & Exercise Program
Pay Grade	CP07
Range Minimum	$43,020
33rd %	$50,190
Range Midpoint	$53,770
67th %	$57,360
Range Maximum	$64,530
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	11/11/2024 9:26:57 AM

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

Develops and delivers customized emergency preparedness training programs while coordinating response exercises to enhance the university community's readiness for emergencies and disasters. This role operates under the guidance of the Asst Dir, Emergency Management, ensuring effective and comprehensive emergency preparedness across the campus.

RESPONSIBILITIES

- Designs and conducts diverse emergency management training programs—ranging from emergency preparedness and active shooter response to cardiopulmonary resuscitation (CPR), First Aid, and automatic electronic defibrillators (AED) familiarization—for the campus community. These programs are customized to address specific campus roles and responsibilities. Additionally, the role involves contributing to online training content development and delivering training sessions, either virtually or in person, at university locations beyond the main campus.
- Facilitates and oversees a comprehensive range of emergency response exercises, encompassing drills, tabletop sessions, functional simulations, and full-scale scenarios. These exercises serve to assess and enhance the university’s response protocols. Additionally, the role involves coordinating after-action reviews, where lessons learned are systematically integrated into the university’s emergency plans.
- Collaborates with multiple university departments and external emergency response agencies to assess training and exercise requirements and create tailored materials. Additionally, this role ensures that exercises mandated by federal, state, or local regulations align with all regulatory standards.
- Coordinates the Campus Community Emergency Response Team, overseeing initial and refresher training, maintaining regular communication, and ensuring ongoing engagement.
- Promotes public awareness campaigns regarding emergency preparedness within the university community.
- Contributes to the enhancement of emergency preparedness documentation, specifically focusing on updating emergency operations plans by incorporating insights derived from training and exercises.
- Engages in evening, night, and weekend shifts as necessary, particularly during severe weather events or when staffing the Emergency Operations Center.
- Oversees logistical arrangements for training sessions and exercises, encompassing tasks such as venue setup, scheduling, and materials preparation.
- Gathers and evaluates feedback from training sessions, pinpointing areas for enhancement and making necessary adjustments to the programs.
- Supports additional emergency management initiatives as directed by the supervisor.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	4 years of	At least one year in emergency management, training development, or a similar role. Policy development, leadership, and stakeholder engagement desired. Higher Education experience preferred.	
Bachelor's Degree	in Emergency Management, Public Safety, Criminal Justice, or related field.	and	0 years of	Emergency management, training development, or a similar role. Policy development, leadership, and stakeholder engagement desired. Higher Education experience preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic knowledge of emergency preparedness principles and practices, including an understanding of NIMS and ICS.	
Knowledge of automatic electronic defibrillators (AEDs) and cardiopulmonary resuscitation (CPR).	
Effective communication and presentation skills, capable of conveying complex information in a relatable way to diverse audiences.	
Strong organizational skills with the ability to adjust to changing environments and manage multiple projects simultaneously.	
Adept at stakeholder collaboration in emergency preparedness.	
Emergency management experience including planning, training, compliance, and risk mitigation.	
Ability to manage complex situations, ensuring campus safety and regulatory adherence.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Valid Driver's License	within 30 Days	Required	And
	Homeland Security Exercise and Evaluation Program (HSEEP)	within 1 Year	Required	And
	FEMA Master Exercise Practitioner Program (MEPP)	Upon Hire	Desired	Or
	FEMA Associate Emergency Manager (AEM)	Upon Hire	Desired	Or

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	FEMA Certified Emergency Manager (CEM)	Upon Hire	Desired	Or
	International Board of Standards for Training, Performance, and Instruction (IBSTIPI)	Upon Hire	Desired	Or
	Emergency Medical Technician (EMT)	Upon Hire	Desired	Or

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting				X		25 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.

Additional Special Requirements:

This job may require non-traditional work hours.