



## MIT Position Description

<b>Job Title:</b> Emergency Management Analyst	<b>Position Title:</b> Continuity Analyst
<b>Pay Grade:</b> 8	<b>% Effort or Wkly Hrs:</b> 100%
<b>Department:</b> MIT Emergency Management / Public Safety	<b>Reports to:</b> Assistant Director, MIT Emergency Management
<b>Prepared by:</b> Suzanne Blake	<b>Date:</b> August 10, 2023

### **Position Overview:**

MIT Emergency Management (MIT EM) strives to create a professional, exemplary, comprehensive emergency management and continuity program for MIT that perpetuates resiliency across all sectors of the Institute. MIT EM does this through six key mission areas: preparedness, mitigation/prevention, response, recovery, continuity, and communication/coordination.

The Continuity Analyst will support the vision and mission areas of MIT EM by coordinating the development and maintenance of a continuity program for the Institute. This includes working with stakeholders from all sectors of the campus to identify, analyze, prioritize, and promote solutions that will make MIT’s teaching, research, and public service functions more resilient to minor disruptions, moderate emergencies, and major disasters.

The Continuity Analyst will work with the Director and Assistant Director to develop continuity plans for all departments, labs, and centers at MIT; connect continuity plans with relevant emergency management/response plans in order to increase resiliency Institute-wide; and work with key stakeholders in the resiliency sphere at MIT to enhance preparedness and resiliency at MIT now and into the future. This position is a hybrid position (remote / Cambridge, MA).

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

- Under the direction of the Director and Assistant Director of MIT EM, and in coordination with other MIT departments and offices and team members within MIT EM, assist with and coordinate the development and maintenance of continuity plans and emergency response plans for MIT’s departments, labs, and centers (DLCs) as well as an Institute-wide continuity coordination plan and policy for the Institute. Use existing templates and other resources already developed for the continuity program and EPP program. Coordinate with and provide guidance to faculty, staff, and student groups in their continuity efforts.
- Work with the EM team to guide DLCs in developing continuity plans and emergency response plans by conducting workshops and training sessions, assisting departments with analyzing processes and



identifying essential functions, monitoring plan development progress, reviewing completed plans, and providing feedback to improve plans. Work with DLCs to ensure they become more resilient by analyzing their functions and devising strategies for continuing to operate, when necessary, without their usual resources (space, personnel, utilities, and/or technology). Use and improve upon lessons learned from and plans developed during the COVID-19 pandemic where appropriate.

- Utilize the VEOCI software tool to organize and track unit-level continuity and emergency response plans and link essential functions and dependencies across the institute. During a campus distribution, monitor priority essential functions and work with the EM team to coordinate and allocate resources and response actions for continuation of these functions as necessary.
- Work with the Office of Sustainability on climate resiliency efforts as described in the MIT Climate Action Plan. enhancing the resiliency of the campus through planning and preparedness for climate-related hazards (e.g., flooding and extreme heat).
- Write compelling, clear, and concise plans, procedures, and other program documents in styles appropriate to respective sectors of the MIT community using correct formatting, spelling, punctuation, and grammar.
- Other duties as required.
- *Optional:* Respond to emergencies and disasters on campus and remotely, including activations of the MIT Emergency Operations Center (EOC) per the direction of department leadership, and perform other emergency management duties as assigned.

All employees within MIT EM must be able to assist with the following tasks as a member of the emergency management team in order to ensure redundancy of critical emergency management and preparedness functions:

- Assist with the maintenance, operation, and staffing of the MIT Emergency Operations Center (EOC) when it is activated remotely or in-person.
- Assist with the duties of the other team members within MIT EM when necessary and required, as guided by the Director.
- Support the Director and Assistant Director of MIT EM on special projects as they arise.

**Supervision Received:**

- Supervision is provided by the Assistant Director of EM. The position will work closely with the entire EM team to further the vision and mission areas of MIT EM and enhance resiliency at MIT.



**Supervision Exercised:**

No direct reports. May monitor and coordinate the work of student interns and temps.

**Qualifications & Skills:**

*MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

- Bachelor's degree from an accredited institution in a relevant field (relevant fields include, but are not limited to, emergency management, business continuity, information technology, communications, English, public administration, business/management, etc.).
- Four or more years of full-time, professional experience in a relevant field.
- Excellent verbal and written communication skills and public speaking skills. Strong written, organizational, and interpersonal communication skills are a MUST, as is attention to detail.
- Demonstrated proficiency in the use of the Microsoft Office suite and ability to learn specific systems used by MIT and MIT Emergency Management.
- Demonstrated ability to create visual presentations for a variety of audiences and organizing and presenting information in a clear, concise, and logical manner that is easily understood by the target audience. Ability to take technical information and put it into a format that is easily understood by various audiences, including senior leadership.
- Positive attitude and enthusiasm for continuity planning, resiliency, and emergency management.
- Ability to demonstrate openness and responsiveness to new ideas, adapt to change, and influence others in a positive manner.
- Ability to work effectively under difficult and trying circumstances and during changing conditions (e.g., during an emergency or disaster), sometimes with little supervision.
- Deals with confidential information and/or issues using discretion and judgment.
- This position requires prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.



*PREFERRED EDUCATION AND EXPERIENCE:*

- Seven or more years of related, professional experience in continuity and/or resiliency planning.
- Basic knowledge of emergency management principles.
- Familiarity with the higher education environment.
- Training in the Incident Command System (ICS) 100, 200, 300, 400 and National Incident Management System (NIMS) 700, 800.
- Advanced education in a related field. Master's degree preferred.
- Certified business continuity practitioner (or desire to pursue).

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.