



MIT Position Description

Job Title: Emergency Management Coordinator	Position Title: Emergency Management Analyst
Pay Grade: 7	% Effort or Wkly Hrs: 100%
Department: MIT Emergency Management / Public Safety	Reports to: Assistant Director, MIT Emergency Management
Prepared by: Assistant Director, MIT Emergency Management	Date: August 2024

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 Emergency Management Coordinator will support the vision and mission areas of MIT EM by working with the Director and Assistant Director to manage systems, technology, and equipment used in the emergency management space.

This position is a hybrid position (remote / Cambridge, MA) and will need to be on call to respond to emergencies and participate in emergency notification calls.

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, coordinate the development and maintenance of the MIT Alert program. This includes:
 - Responsible for handling the administrative and technical areas of the program (maintain protocols/procedures; track system admins; create templates; develop contact lists; system configurations; create roles; track admins; and down-stream device connections such as displays/websites/social media).
 - Participate in MIT Alert calls and processes to alert the MIT community, including disseminating emergency messages.
 - Manage processes and procedures for the Emergency Notification Team (ENT) and train members on protocols and activation procedures (activation protocols, decision flowchart, emergency notification team membership, ENT roles & responsibilities, ENT training, MIT Police Sergeants, Dispatchers, and Station Officers training).



- Review and make recommendations to management on after action reviews (AARs) for each incident to continually improve the system and responses.
- Responsible for the conference bridge system (set up templates, update contact lists, and oversee daily tests).
- Enhance the system's capabilities by continually analyzing current effectiveness to identify and address any gaps.
- Review and analyze emergency management systems, tools, and vendors to benchmark against internal capabilities. This entails engaging with peer institutions in order to find new best practices and attending appropriate seminars/conferences.
- Manage, organize, and inventory all EM equipment and supplies including computers, radios, phones, hot spots, and Emergency Operations Center (EOC) equipment and technology.
- Update outreach systems including the EM website and social media.
- Remain on call for MIT Alert duties in coordination with other MIT EM staff.
- 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 and other duties 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.

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.).
- Three years of full-time, professional experience in a relevant field.
- Experience using, navigating, and troubleshooting emergency management technology, information systems, computer software and online programs, social media platforms, and websites.
- Demonstrated proficiency in the use of Microsoft Office Suite including Word, Excel, Publisher, and PowerPoint and the ability to learn specific systems used by MIT and MIT Emergency Management.
- Attention to detail.
- Excellent verbal and written communication skills. Strong written, organizational, and interpersonal communication skills are a MUST.
- Positive attitude and enthusiasm for emergency notification/communications, 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:

- 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.

** 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.