

ISU Posting Title:*	GA - Pre-Professional - Facilities Fall 2026 – Spring 2027 Emergency Management Specialist – Graduate Assistant
Job Class:	Professional
Division Name:*	Division of Student Affairs
College/Unit:	NA
Department Name:	Emergency Management
Length of Appointment (Months - Numeric Only):	10 months
Salary Rate/Pay Rate:*	\$1510/month
Hours per week:*	20
Reports to/Supervisor Name:*	Teresa Chapman
Search Committee Chair:	NA
General Summary:*	<p>The Emergency Management mission is to develop, promote, and implement initiatives and practices that enable the University community to mitigate against, prepare for, respond to, and recover from all hazards and threats</p> <p>The Graduate Assistant for Emergency Management will gain valuable experience working with professional public safety leaders and other colleagues to support and lead programs that further the mission of the department. The Graduate Assistant will play a significant role in the administration of the programs that support University priorities and aligns with their area of study.</p>

Job Responsibilities:

- Assist in the development and leadership of the University's Safe Redbirds Ambassadors program, which is aimed at student-on-student safety and emergency preparedness engagement
- In partnership with peer Graduate Assistant(s), recruit, hire, onboard, supervise, offboard between 5 and 20 student employees
- Assist in the identification, development and management of professional relationships and partnerships on and off campus, inclusive of underrepresented groups
- Leverage team's relationships and partnerships to coordinate engagement with the student body in safety and preparedness-related education, advocacy, outreach and related programming
- Coordinate scheduling and staffing of engagements
- Assist in collecting information and reporting on the team's activities through formal and informal assessments
- Assist in the development and maintenance of the team's operations handbook

Additional Department Information:

Optional

Preferred Qualifications:

- A degree seeking graduate student at Illinois State University. The following degree programs are a potential good fit: Communications, Public Health, Criminal Justice Sciences, Political Science, Computer Science, Information Systems, Social Work, Psychology, College Student Personnel, or Business Administration
- Eligible for appointment as per the requirements in the Graduate Assistant Handbook which can be found at http://hr.illinoisstate.edu/downloads/GA_Handbook.pdf

Preferred Qualifications:

Previous experience working in an emergency management or emergency services role for at least 1 year

Work Hours:

Up to 20 hours per week, generally between 8:00 AM to 4:30 PM, with evening hours common

Anticipated Start Date:*

August 1, 2026

Special
Instructions to
Applicants:

NA

Required
Documents:

Cover letter, resume, references