



EMERGENCY MANAGEMENT

Illinois State University

Graduate Assistant

General Summary:

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.

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 align with their area of study.

Principal Duties and Responsibilities:

1. 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
2. In partnership with peer Graduate Assistant(s), recruit, hire, onboard, supervise, and offboard between 5 and 20 student employees
3. Assist in the identification, development, and management of professional relationships and partnerships on and off campus, inclusive of underrepresented groups
4. Leverage the team's relationships and partnerships to coordinate engagement with the student body in safety and preparedness-related education, advocacy, outreach, and related programming
5. Coordinate scheduling and staffing of engagements
6. Assist in collecting information and reporting on the team's activities through formal and informal assessments
7. Assist in the development and maintenance of the team's operations handbook

Requirements:

All graduate assistants must meet the requirements as outlined in the Illinois State University Graduate Assistant Handbook available on the Human Resources [website](#). In addition, graduate assistants must successfully complete a criminal background check before being hired.

Length of Contract:

The assistantship will begin August 1, 2025. This is a 10-month position with an average of 20/hours per week. Graduate Assistants will generally work Monday-Friday between 8 a.m. and 4:30 p.m. with evening hours common.

Remuneration:

Graduate Assistants receive a full tuition waiver and a monthly stipend of \$1,510/month.

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