

The University of Texas at Dallas

Environmental Health and Safety - Emergency Management

Emergency Management Internship Description

Working Title: Emergency Management Intern

Department: Environmental Health and Safety, Office of Emergency Management

Location: 800 W. Campbell Rd. Richardson, TX 75080, SG 10

Length of Term: 240 hours, with the potential for extension based on performance

This is an unpaid internship.

General Description: The University of Texas at Dallas is currently accepting applications for an internship. This competitive internship is open to any undergraduate or graduate student interested in the emergency management discipline, and is pursuing a degree to which this position may be relevant. The selected candidate will gain experience in higher education emergency management planning, have an opportunity to work with local government stakeholders and network with regional university emergency managers.

Job Description

The Emergency Management Intern will assist in the development of emergency management plans, job aids, standard operating procedures, exercise design, and training. This position will also assist in the management of the UTD Campus Emergency Response Team (CERT) and the campus public education campaign. This position will also perform other duties as assigned. The selected candidate must perform duties in accordance with established university and departmental policies, procedures and guidelines. Candidates must be available to work at least 15 hours per week.

Skills

This position requires the ability to collect, review, categorize, prioritize and/or analyze data and information. Additional qualifications include the ability to compile data and information into a written document in a clear articulate manner and interpret instructions furnished in written, oral or schedule form, from local, state and federal agencies concerning emergency management. Must be able to effectively use Microsoft Office suite.

Knowledge

Candidates are required to have basic knowledge of the four phases of emergency management, the National Incident Management System (NIMS), Incident Command System (ICS), and the National Response Framework (NRF).

Education / Licenses

Must be a current student with a minimum Grade Point Average (GPA) of 3.0 and have completed at least one year of coursework in a recognized emergency management degree program. Successful completion of the following Federal Emergency Management Agency Independent Study (IS) Courses is preferred: IS-100, IS-200, IS-700, and IS-800.

References

Criminal Background Check is required.

Candidates meeting the above qualifications please send a cover letter, resume, and writing sample via e-mail to Angela Dees at ajd130330@utdallas.edu.