About the Department
The Office of Emergency Preparedness (OEP) is tasked with creating a culture of emergency preparedness and response across the University. OEP is responsible for coordinating a comprehensive, all-hazards approach through all cycles of an emergency – preparedness, response, recovery and mitigation.

In addition to University-wide efforts, OEP is available to provide guidance for departments and colleges developing and improving their emergency plans. OEP also coordinates numerous programs and initiatives to support LSU in responding to, recovering from, and mitigating against any natural or manmade disaster or crisis. OEP strives to protect the well-being of LSU students, faculty and staff. The department is responsible for the following:

- Developing and maintaining the LSU Comprehensive Emergency Management Plan
- Developing, planning and evaluating University-wide emergency exercises
- Emergency Operation Center (EOC) and team management
- Providing training to individuals that have emergency management roles and responsibilities at the University
- Providing the University with preparedness information
- Managing the emergency notification system
- Acting as the LSU liaison for federal, state and local emergency responders and agencies.

These responsibilities are all completed under the cooperative effort of our office and partners in all forms of government. Keeping LSU and its population safe is our mission and priority.

Nature of Work
The Graduate Assistant (GA) will be involved in projects based on the National Preparedness Goal's mission areas of Prevention, Protection, Mitigation, Response and Recovery. The GA will also attend area meetings to allow networking with many professionals in various fields, which can build skills in contacts that will be critical in the assistant's future.

The GA will assist with on-going projects, planning, program development, website management, training, and exercises. The aim is for assistant to gain an understanding of emergency management and gain experience, knowledge and skills. The GA will be treated as an employee, offering training and professional development opportunities. Staff will work with the GA to understand specific areas of interest, and match those areas with the functions of the department.
Graduate Assistant for the Office of Emergency Preparedness

Duties and Responsibilities
- Assist with administrative tasks – answering main phone line, greeting guests, etc.
- Inventory of EOC equipment
- Assist with conducting EOC equipment checks
- Assist with the administration of virtual EOC software
  - Create building profiles
  - Update/manage contacts
  - Add special events for tracking
- Develop material for After Action Report (AAR) binders post incidents
- Review plans for formatting and grammar
- Research and develop case files for incidents that occur at other universities
- Continue organization of EOC
- Research – social media, procedures, etc. from other universities for best practices
- Deliver educational materials (posters, etc.) to on campus departments for outreach.

Minimum Qualifications
- LSU student pursuing a Business Administration, Finance, Accounting, Public Administration, or related graduate degree.
- Experience working in an office environment.
- Proficient in Microsoft Excel.

Additional Qualifications Desired
- Experience with office productive software applications including word processing, spreadsheets, database management systems, and other technology used in an office environment.
- Proficient in spoken and written communications.
- At least 2 Years remaining in degree program.

To apply please submit a cover letter, current resume (including an email address and phone number) and list of references as part of your application to Jake Palmer, Manager of Emergency Operations, at jpalmer1@lsu.edu.