

Office of Emergency Management

Environment, Health & Safety

PAID INTERNSHIP OPPORTUNITY

UCLA's Office of Emergency Management is seeking a Paid Intern to support the campus emergency management program by performing a variety of duties, including research, administrative tasks, critical analysis, writing, and planning in accordance with UCLA policies and procedures. Specific areas of work will consist of Emergency Operations Planning, Mass Notification, Public Awareness and Education, Exercise Design, After Action and Improvement Plan implementation, and WebEOC system modifications.

Work Hours: 20 hours per week
Job Type: Limited Intern Position
Start Date: Immediately
End Date: Approximately 1 year

Qualifications: Currently enrolled in a Master's program in the following fields of study: Emergency Management, Homeland Security, Public Administration, Public Health, Geography, Fire Science, or Criminal Justice. Undergraduates may be considered. Proficiency in MS Office Suite required; knowledge of WebEOC, HTML/JavaScript languages highly preferred. Knowledge of ESRI ArcGIS, MS Project, or Adobe Creative Suite preferred. Experience with data analysis, report writing, database entry, good interpersonal and communication skills required. Must have ability to set priorities, work independently and follow through on assignments.

Information concerning UCLA's Environment, Health & Safety Department may be found at our official website: [UCLA Environment Health & Safety](http://ucla.edu/ehs) or the Emergency Management Office website: [UCLA Emergency Management](http://ucla.edu/em)

Application Instructions

Send cover letter and resume to Jesse Miller at jmiller@ehs.ucla.edu

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