



WESTMONT

Institutional Resilience Assistant

Office of Institutional Resilience

Position Summary: Provides support including projects related to managing the college's risk exposures, emergency planning, and compliance obligations. Responds to a disruptive college event and this may involve working under adverse conditions and could interrupt personal plans.

Qualifications:

Requirements include: Bachelor's degree, with 1-2 years of related work or internship experience preferred—may include experience in a nonprofit setting, coordinating work of volunteers, or administrative office experience, preferably in the areas of risk management, emergency management and/or compliance management (familiarity with the Westmont infrastructure and current personnel is a plus) and personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Additional requirements include excellent written communication, interpersonal and organizational skills; the ability to independently diagnose and accurately resolve problems; the ability to multi-task several action items to a successful resolution; the ability to collaborate/brainstorm harmoniously with colleagues and management. Also requires proficiency with Microsoft Office Suite; willingness and aptitude to learn additional programs, including ToodleDo, Smartsheet, Butler, Xmind etc.; ability to work occasional weekend and evening hours as needed.

Responsibilities include, but are not limited to, the following:

Risk Management

- Employ appropriate tactics to help manage risks, control losses and address claims following up on documentation, etc.
- Work with Public Safety, Human Resources, Student Life, Campus Life and others to evaluate and mitigate potential hazards
- Travel to Ensenada in support of Potter's Clay may be required (will involve 2-3 weekends per year, which will include overtime hours),
- Ensure and process sufficient third party insurance coverage (COI's)
- Interact with and gather data from various campus constituents to ensure annual renewals are processed in a timely manner – what are the tasks associated with this
- Process claims and financial transactions relating to insurance issues
- Index all pertinent Institutional Resilience documentation (Egnyte, Smartsheet, Google drive)
- Maintain Student DRIVER program; process motor vehicle reporting information

Emergency Management:

- Oversee and coordinate details for the Area Response Team program, training and drills
- Support Situation Readiness & Response Team (create agendas and minutes; track assignments)
- Collaborate in conducting the annual ReadyDay campus preparation exercise
- Serve as point person for the college's BackOnTrack continuity planning program
- Assist with training, and developing training materials for campus emergency responders
- Purchase inventory, package and store emergency and other supplies
- Maintain student and staff rosters for ready access in an emergency
- Serve as point person for maintaining data in the college's mass notification system

Compliance Management:

- Conduct monthly, quarterly and annual traffic count reporting
- Maintain traffic count devices, website, and related systems
- Send annual letters to neighbors, and other required communications

General Administration:

- Regularly monitor the ToodleDo task tracker; process mail; voicemail; email; calendar, check requests; expense reports; and insurance certificates (inbound and outbound). Make on campus deliveries, stock emergency supply inventory, purchase supplies, and arrange events such as.
- Maintain the college's Seller of Travel qualifications
- Assist with data gathering, processing and presentation, including survey analysis
- Hire/train/supervise student workers
- May be asked, and will be appropriately compensated for, use of personal resources if needed (vehicle, cellphone, personal computer, etc.)
- As requested, provide assistance to legal counsel in liability and lawsuit claims activities by gathering data and other information related to the claim.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers by sharing ideas and resources willingly, constructively and positively; respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as assigned

Reports To: Director of Institutional Resilience

10.2021