

WESTMONT COLLEGE

Institutional Resilience Coordinator – Temporary position May 2019 – May 2020 Institutional Resilience

Position summary: Under the direction of the Assistant Vice President provides support to the Office of Institutional Resilience including tasks and projects related to managing the college's risk exposures, emergency planning, and compliance obligations. This position is required to respond to a disruptive college event and 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 or compliance management. Also requires excellent written communication, interpersonal skills and organizational skills; ability to independently diagnose and accurately resolve problems; proficiency with Microsoft Office Suite; willingness and aptitude to learn additional software programs, including ToodleDo, Camtasia, Xmind and/or others. Must be able to work independently. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Occasional weekend and evening hours required.

Responsibilities:

- Risk Management:
 - Employ appropriate strategies to manage risks, control losses and address claims
 - Implement best practices to reduce the college's exposure to foreseeable risks
 - Work with Public Safety, Human Resources, College Counsel, Student Life, Campus Life and others to evaluate and mitigate potential hazards.
 - May be asked to accompany the Assistant Vice President and others on business trips to Ensenada, Mexico, which may involve some weekend work and/or overtime.
 - Ensure sufficient third party insurance coverage is in force, and annual renewals are processed in a timely manner.
 - Process claims, investigations and financial transactions relating to insurance issues.
 - Maintain Student DRIVER program; process motor vehicle reporting information.
- Emergency Management:
 - Maintain and enhance the college's readiness posture using the ReadyTracker-based Emergency Operations Plan and other resources.
 - Oversee and coordinate the Area Response Team program, training and drills.
 - Support Situation Readiness & Response Team (agendas; minutes; assignments).
 - Collaborate in conducting the annual ReadyDay earthquake 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 emergency and other supplies online and package, inventory, and store them.
 - Maintain student and staff rosters for ready access in emergency.
 - Serve as point person for the college's notification systems and providers.
- 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.
 - Process check requests and insurance certificates (inbound and outbound).
 - Maintain the college's Seller of Travel qualifications.

- Assist with data gathering, processing and presentation, including survey analysis.
- Hire/train/supervise student workers.
- Perform clerical tasks (such as distributing monthly phone billing charges; removing name from junkmail lists; compiling expense report documentation).
- Assist in coordinating deliveries, stocking emergency supply inventory, and purchasing supplies for the department.
- Ensure golf cart is clean, charged and in good repair.
- Arrange meetings involving, and foster productive interactions with, external entities including the County Office of Emergency Management; Montecito Fire Protection District; and other higher education institutions.
- May be asked, and will be appropriately compensated for, use of personal resources (vehicle, cellphone, personal computer, etc)
- As requested, provide assistance to legal counsel in liability and lawsuit claims activities.
- Perform other duties as assigned.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and 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. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.

Reports to: Assistant Vice President for Institutional Resilience

02.2019