



**BALL STATE  
UNIVERSITY**

**WE FLY**

## **POSITION PROFILE**

# **Director of Emergency Management and Safety Operations**

**January 2025**

*In partnership with Summit Search Solutions, Inc.*



BALL STATE  
UNIVERSITY  
WE FLY



# Ball State University invites applications for the next Director of Emergency Management and Safety Operations



# THE POSITION

## Director of Emergency Management and Safety Operations

The Director of Emergency Management and Safety Operations (DEMSO) is a critical member of the Business and Auxiliary Services Leadership Team, a leader of the Ball State University (BSU) Emergency Assessment Advisory Team, and a liaison to the BSU Enterprise Risk Management (ERM) Advisory Committee.

Under the direction of the Senior Associate Vice President for Business Affairs (SAVP) and informed by the inclusive BSU Emergency Assessment Advisory Team and the BSU ERM Advisory Committee content experts, the DEMSO coordinates and guides campus emergency preparedness and planning, incident response, emergency communications, and campus safety operations. The DEMSO is responsible for ensuring the creation of emergency management protocols, safety operations, and overall campus awareness of emergency management activities and protocols, by combining current best practices and Ball State University's unique organizational structure and needs.

The DEMSO directs the development, administration, training, and maintenance of the University's emergency management program including emergency preparedness, response, recovery, and mitigation and the continuance of critical functions, including all business continuity, before, during, and after accidents, natural disasters, and other emergency scenarios.

The DEMSO's heightened responsibilities and expected emergency response time necessitate a requirement to live locally within the Muncie community, as well as to potentially work late nights, early mornings, weekends, and to submit timely mandatory notification prior to traveling outside of the local area.

### Duties and Responsibilities

- Lead and collaborate with the BSU Emergency Assessment Advisory Team membership, as designated Ball State University leaders in specific content expertise, to anticipate potential risks, assess probabilities, and develop plans to respond effectively.
- Develop, implement, and manage policies, procedures, emergency plans and programs related to emergency management for specified Ball State University operations, facilities, and communities to mitigate, prepare for, respond to, and recover from all types of hazards.
- Develop, implement, amend, and maintain the BSU Emergency Response Plan in compliance with the latest standards in emergency response.
- Partner with designated content experts from relevant units and departments in planning and implementing individual emergency preparedness plans to be included in the expanded BSU Emergency Response Plan.
- Develop, test, and amend Building Emergency Response Plans to be included in the expanded BSU Emergency Response Plan.
- Regularly test emergency communication technologies: track and analyze data on the speed of communications, timing of messages and communication delays.
- Regularly plan and coordinate notification drills of the BSU Emergency Assessment Advisory Team membership and unit and department designated content experts to ensure their ability to respond when needed.
- Create educational and training material and regularly conduct training sessions and campus outreach activities to ensure emergency plans for response teams are current, available, commonly known, and regularly exercised.
- Design, direct, and oversee campus-wide emergency/disaster exercises, with BSU Emergency Assessment Advisory Team designated content experts, to comply with emergency management best practices and regulatory requirements. Conduct exercises to evaluate planning, response, and recovery activities, as well as the overall efficacy of the emergency plans and procedures.

- Serve as the liaison between BSU's ERM Advisory Committee and the BSU's Emergency Assessment Advisory Team to coordinate the response and recovery activities before, during, and following accidents, natural disasters, and emergency scenarios.
- Coordinate the emergency management notification processes to the campus community before, during, and after an emergency and/or disaster as appropriate and in compliance with regulatory requirements. Ensure emergency notifications reach the intended audience and continuously improve the process as needed.
- Research relevant natural disasters and analyze current hazard prevention methods.
- Monitor weather and approaching storms and make recommendations to designated campus leadership if the weather is likely to alter campus class schedules or affect campus events.
- Collaborate with BSU Emergency Assessment Advisory Team designated content experts to assist in the shared responsibility of coordinating BSU's ability to prepare, respond, and recover from critical events that impact the campus and community.
- Serve as Incident Commander, providing leadership during accidents, natural disasters, and other emergency scenarios.
- Perform after-action reviews for all emergency communications and significant events. Debrief with BSU Emergency Assessment Advisory Team and BSU ERM Advisory Committee membership and content experts to evaluate emergency response to determine improvements, and implement necessary revised protocols.
- Serve as a liaison with federal, state, and local agencies to coordinate continuity and restoration activities, emergency management plans, or services.
- Stay abreast of relevant procedures, protocols, and strategies for emergency responses.

### Minimum Qualifications

- Bachelor's degree from an accredited institution in emergency management, public safety, or related field, or, 5 years of experience in emergency management or other public safety fields.
- 2 years of supervisory experience. Experience in emergency management planning and logistics, and driving deadlines among multiple stakeholders simultaneously.
- Experience working in a fast-paced, complex and dynamic operations/service environment(s). Strong interpersonal and communication skills, diplomacy, and commitment to professionalism. Discretion and confidentiality with information and sensitive matters.
- Certification in National Incident Management System (NIMS)/Incident Command System (ICS) (100, 200, 300, 400, 700, 800).

### Preferred Qualifications

- Master's degree in Emergency Management, Public Safety, or related field, or, 7 years of experience in emergency management or other public safety fields.
- 5 years of supervisory experience. Knowledge of federal, state, and local regulations and guidelines related to emergency management and disaster assistance. Knowledge and understanding of higher education emergency management principles, procedures, and standards.
- Experience in developing and implementing advanced enterprise-wide emergency management plans and strategies. Experience in developing and implementing emergency management education, training, and certification programming. Experience in policy development, analysis, and compliance.

### Why Consider the Opportunity?

- **Leadership & Culture.** In this newly created role, the successful candidate will have the opportunity to develop a new vision for BSU's emergency management program. Leading from a place of influence, the Director will collaborate across campus bringing the best individuals together with a sense of shared purpose and responsibility for campus safety through the lens of risk management.
- **Mission & Values.** Ball State is a great place to work! The University has a collaborative, supportive and collegial environment. *Forbes* has ranked Ball State University as the fourth-best midsized employer—and the only recognized education institution—in the State of Indiana. The mission of lifelong learning, service and community engagement is evident in all corners of campus.
- **Excellent Benefits.** Ball State takes care of its community offering 24 annual vacation days, 12 annual sick days, 9 annual paid holidays and 6 weeks paid time off for birth mothers, non-birth parents, and adoptive parents. Employees, spouses *and* their dependents are offered tuition remission from day one of employment. The University offers a 5-Star Certified Wellness Program awarded by the Indiana Wellness Council with a focus on helping employees achieve and maintain a healthy work-life balance.



# ABOUT BALL STATE UNIVERSITY

*“We engage students in educational, research, scholarship, and creative endeavors that empower our graduates to have fulfilling careers and meaningful lives enriched by lifelong learning and service, while we enhance the economic and social vitality of our community, Indiana, and our world.” ~ Ball State University Mission Statement*

## **Proud Past. Bright Future**

Ball State University’s nearly 3,000 faculty and staff deliver excellent instruction, pursue world-class research and creative endeavors, and provide exemplary service to approximately 20,000 graduate and undergraduate students across seven academic colleges with about 120 undergraduate programs. Located in Muncie, Indiana, on a beautiful campus 55 miles northeast of Indianapolis, Ball State offers more than 140 certificates and master’s, doctoral, and specialist degrees, many of them ranking among the best in the nation. Originally founded to meet the need for educating exemplary teachers, Ball State has earned a Community Engagement Classification from the Carnegie Foundation and serves as one of Indiana’s public research institutions. The University has remained committed to empowering its graduates to have fulfilling careers and meaningful lives enriched by lifelong learning and service to enhance the economic, environmental, and social vitality of both the local and global community.

For 106 years, Ball State has had an unwavering belief in an education rooted in creativity, values, and intellectual curiosity. The institution was founded on the generosity and tenacity of the Ball brothers, who gave back to the community that gave them so much. What began as a teachers’ college has grown into a world-class University with highly respected programs in education, architecture, business, communications, fine arts, sciences, humanities, and the health professions. Symbolized by the statue *Beneficence*, the Ball State Way is rooted in the Beneficence Pledge – a commitment to excellence in teaching and scholarship, honesty and integrity, social responsibility, gratitude, and valuing the intrinsic worth of each member of our community. Ball State University is internationally recognized for mobilizing and leading partnerships that revitalize and sustain the city and region around Muncie, Indiana. Most recently this includes a plan to revitalize the neighborhood known as [The Village](#) to invigorate a more vibrant and dynamic environment that will connect the BSU campus to downtown Muncie. This multigenerational district will be driven by arts & culture, entertainment & innovation, with a new select-service hotel, new dining, retail, service, living and gathering options and will feature a new performing arts center.

Ball State students, faculty and staff are empowered in a culture that believes in them and demands they believe in themselves. They are partners in an innovative, immersive approach to education. They are supported by living and learning facilities that enable intellectual curiosity. They graduate scholars who are changing the world, and we have dedicated our University to doing the same. These enduring values guide the University as it collaborates with the community for bright future. These values are highlighted by their unique partnerships with Indiana Academy (a residential high school for gifted and talented 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students from across Indiana) and Burris Laboratory School (a K-12 public school that functions as a division of Ball State) both of which are located on Ball State’s very own campus.

## The best is yet to come.

[Destination 2040: Our Flight Path](#) establishes Ball State University's ambitious goals for the second century. This strategic plan was designed with input from faculty, staff, students, alumni, community partners, and benefactors. It provides a strategic framework with five long-term goals for 2040. Goal #5 (Institutional and Inclusive Excellence) highlights the desire for Ball State to differentiate itself as an employer of choice by strengthening human resources (people and culture) practices that tie to recruitment, professional and career development, retention, and employee well-being. There is passion and commitment from the President and the leadership team as well as support from a dedicated Board committee called the Employee Development and Wellbeing Committee.

## University Enrollment

Ball State University's total enrollment for Fall 2024 was approximately 20,000 students and includes students from every state in the US and every Indiana county. Out-of-state students make up about 21% of enrollment, and students from traditionally under-represented populations comprise more than 27% of the undergraduate population.

The University's four-year graduate rate exceeds the state average and, the institution exceeds state averages with on-time graduation rates for African American, Hispanic, and low-income students.

## Athletics

As a member of the NCAA Division I-FBS, Ball State competes in the Mid-American Conference. To learn more about Ball State University's thriving Athletics Program, [click here](#).

## National Recognition

Ball State is designated a Doctoral University: Higher Research Activity by The Carnegie Classification of Institutions of Higher Education. Respected organizations have recognized the University's academic programs, cutting-edge facilities and technology, and commitment to sustainability. Here is a sampling:

- In July 2018 Ball State received national recognition for its historic partnership to transform Muncie's education system with legislation for the University to assume oversight of the school district.
- The *Princeton Review* has named Ball State one of the best universities in the Midwest for 18 years.
- Ranked by *U.S. News & World Report* among its 2021 Top 100 public universities in the country. Its 2021 "Best Online Programs" also ranked four graduate programs in the Top 20 in the country: Curriculum and Instruction (sixth), Educational Administration (15th), and MBA and Nursing (tie for 17th). *U.S. News* also ranked its online bachelor's programs 39th.
- Ball State earned the Community Engagement Classification from the *Carnegie Foundation for the Advancement of Teaching*.
- Ball State has received a Higher Education Excellence in Diversity (HEED) Award from *Insight into Diversity* for six years running. This honor is for exemplary initiatives focusing on all aspects of diversity and inclusion, including gender, race, ethnicity, veterans, people with disabilities, and members of the LGBTQ community.
- Named a Military Friendly School for 12 years by veteran owned *Viqtory*, Ball State also has an ROTC program on campus. In 2019, *Viqtory* ranked Ball State's accessible online programs seventh in the country.
- Ball State students and faculty have won 54 regional Emmy® Awards and 29 NATAS Student Production Awards from the Lower Great Lakes Chapter of the National Academy of Television Arts and Sciences.
- Ball State is considered an environmentally responsible school and is featured in *The Princeton Review Guide to Green Colleges: 2021 Edition*.
- Ball State's honors for providing a healthy workplace include the Health Champion designation from the American Diabetes Association, a Fit-Friendly Worksite Gold Award from the American Heart Association, and Five Star AchieveWell recognition from the Wellness Council of Indiana.

# ABOUT INDIANA

## Muncie, Indiana

With a population of about 70,000, Muncie is a dynamic midsize city 55 miles northeast of Indianapolis. Consistently ranked by *realtor.com* as the No. 1 most affordable college town and described by several national studies as a typical American community, Muncie offers the advantages of larger cities without the hassles and costs of living in major metropolitan areas.

Ball State's cultural venues – including Emens Auditorium, Sursa Performance Hall, the David Owsley Museum of Art, the Charles W. Brown Planetarium, the Dr. Joe and Alice Rinard Orchid Greenhouse, and The Marilyn K. Glick Center for Glass – provide ample opportunities for arts and entertainment. The campus and surrounding community benefit from thought-provoking art exhibitions, top-flight theatrical performances, prominent speakers, and visits by well-known musical acts.

Muncie is home to many unique attractions including Minnetrista and Oakhurst Gardens, the National Model Aviation Museum, and Cardinal Greenway – a recreational trail for athletes of all kinds. The Muncie Symphony Orchestra offers first-rate programs featuring nationally known artists, and the Muncie Civic Theatre produces plays for all audiences. Downtown Muncie offers a lively arts scene along with shops and dining.

For outdoor enthusiasts, Prairie Creek Reservoir is a 1,252-acre man-made lake surrounded by 3,000 acres of rolling hills. The lake is stocked with a variety of fish. Boat docks are available, and a beach provides a popular summer swimming spot. Residents also have easy access to big cities. Muncie is about an hour away from Indianapolis. Other cities within a few hours of driving include Chicago, Cincinnati, Dayton, Detroit, Louisville, and St. Louis.

*To learn more about Muncie, Indiana:*

Visit Muncie: <https://www.visitmuncie.org/> City of Muncie: <https://www.cityofmuncie.com/>





## Indianapolis

Indianapolis, the capital of Indiana, is the 12th-largest city in the United States. Located on land set aside for a state capital in the early 19th century, it was modeled after Washington, DC, with streets radiating outward from the seat of government. Although it is not situated on a navigable body of water, the city's central location – in relation to the state and to much of the country – has made it an important transport and distribution center since the 19th century.

Since the 1970s, Indianapolis, home to the WNBA Indiana Fever, the NFL Colts and the NBA Pacers, has established a reputation as a sports center by constructing major athletic and visitor facilities and energetically promoting itself as a venue for a wide variety of amateur sporting events. The city has hosted the NCAA Division I men's and women's basketball championships and the 2012 Super Bowl. However, its most famous athletic event remains the Indianapolis 500, held annually at the Indianapolis Motor Speedway.

The city is also known for its outstanding dining and cultural options. Among its offerings are The Children's Museum of Indianapolis, Newfields – A Place for Nature and the Arts, White River State Park, the Indianapolis Zoo and White River Gardens, the Eiteljorg Museum of American Indians and Western Art, the Indianapolis Symphony Orchestra, and the Murat Theatre.

[Click here](#) to learn more about Indianapolis.





# PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and will continue until the position is filled; for full consideration, parties are encouraged to apply by **February 23, 2025**. Please submit your recent curriculum vitae or resume and a cover letter, detailed below.

In support of your application for this position, please prepare and submit a cover letter that describes how your qualifications and experience align with the elements of the position description. In your cover letter, please select one of our [enduring values](#) and describe how you have demonstrated a commitment to that value in your professional endeavors.

**To apply online, go to:** <https://theapplicantmanager.com/jobs?pos=su444>

## **To make recommendations or for more information:**

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Ball State University is an Equal Opportunity/Affirmative Action employer that is strongly and actively committed to diversity within its community. Women, minorities, individuals with disabilities, and protected veterans are strongly encouraged to apply. All qualified applicants will receive equal consideration for employment without regard to race, color, religion, sex, national origin, age, disability, protected veteran status, or any other legally protected status. If you have any questions about the University's Affirmative Action efforts, please contact the Employee Relations and Affirmative Action Office at 765-285-1845.



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