**Position:** FACULTY DIRECTOR  
**Length of Term:** No less than 2 years

<table>
<thead>
<tr>
<th>Appointed/Elected:</th>
<th>Dean of the School of Nursing</th>
</tr>
</thead>
</table>

**Position Description:**  
Primary responsibility of the Faculty Director is to provide overall strategic direction to the organizational managers.

**Time Commitment:**  
- 100% committee meetings  
- 75% of events open to all UTMRC members  
- Increased time commitment during operational responses

**Reports to:**  
Dean of the School of Nursing, and School of Nursing Disaster Preparedness Committee only when mobilized in accordance with the City of Austin and University of Texas at Austin Memorandum of Agreement

**Supervises:**  
Student Deputy Director, Operations Manager & Support Manager

### Role and Responsibilities

- Supervise direction of meetings and strategic planning for the organization  
- Serve as liaison between UTMRC membership, and University, community and partner stakeholders  
- Provide expert counsel to Operations and Support Managers  
- Participate in the development of policies for UTMRC  
- Act as final approving body for administrative and operational initiatives  
- Help in recruiting efforts  
- Attend and participate in 75% of UTMRC events per school year  
- Act as Public Information Officer during events and as requested  
- Evaluate goals and objectives and update at least yearly  
- Serve as representative to the SON Disaster Preparedness Committee to update mobilization plan annually  
- Appoint student UTMRC representative to SON Disaster Preparedness Committee  
- Maintain a Unit Leader Transition file and create an orientation for the next appointed faculty leader (see *Guide to MRC Unit Leader Transitions: A Guide for Local MRC Units*).

### Qualifications and Education Requirements

- Completion of the following training  
  - IS-100.HE (Introduction to the Incident Command System for Higher Education)  
  - ICS-200 (ICS for Single Resources and Initial Action Incidents) (within 3 months)  
  - IS-700 (National Incident Management System, An Introduction)  
  - IS-800 (National Response Framework, An Introduction) (within 3 months)  
- Completion of TDVR site training (within 3 months of assuming position)  
- Up-to-date professional credentials and BLS  
- Completion of any additional required training courses  
- Comprehensive understanding of how UTMRC integrates into strategic planning process of the university and within the serviced area  
- Faculty or Staff employed by the University of Texas at Austin

### Preferred Skills

- Motivational leadership style  
- Thorough understanding of UTMRC’s mission and goals  
- Strong working relationship with university, community, and partner stakeholders

### Additional Notes
Position: STUDENT DEPUTY DIRECTOR  |  Length of Term: No less than 2 years

Appointed/Elected: Appointed by Faculty Director after application review

**POSITION DESCRIPTION:**
Primary responsibility of the Student Deputy Director is to provide overall strategic direction to the organization’s managers under guidance of the Faculty Director.

**TIME COMMITMENT:**
- 100% committee meetings
- 75% of events open to all UTMRC members
- Increased time commitment during operational responses

**Reports to:** Faculty Director  
**Supervises:** Operations Manager & Support Manager

**ROLE AND RESPONSIBILITIES**

- Collaborate with Faculty Director to develop and communicate vision and strategic plan for UTMRC
- Serve as liaison between UTMRC membership, and University, community and partner stakeholders
- Provide direction and counsel to Operations and Administrative Directors
- Participate in the development of policies for UTMRC
- Help in recruiting efforts
- Attend and participate in 75% of UTMRC events per school year
- Act as Public Information Officer during events and as requested
- Assist to evaluate goals and objectives for UTMRC yearly

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Completion of the following training
  - IS-100.HE (Introduction to the Incident Command System for Higher Education)
  - ICS-200 (ICS for Single Resources and Initial Action Incidents) (within 3 months)
  - IS-700 (National Incident Management System, An Introduction)
  - IS-800 (National Response Framework, An Introduction) (within 3 months)
- Completion of TDVR site training (within 3 months of assuming position)
- Up-to-date professional credentials and BLS
- Completion of any additional required training courses
- Comprehensive understanding of how UTMRC integrates into strategic planning process of the university and within the serviced area
- Enrolled at least part-time at the University of Texas at Austin

**PREFERRED SKILLS**

- Motivational leadership style
- Thorough understanding of UTMRC’s mission and goals
- Strong working relationship with university, community, and partner stakeholders

**ADDITIONAL NOTES**
<table>
<thead>
<tr>
<th>Position:</th>
<th>OPERATIONS MANAGER</th>
<th>Length of Term:</th>
<th>No less than 2 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointed/Elected:</td>
<td>Appointed by Faculty Director after application review</td>
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</table>

**POSITION DESCRIPTION:**
The Operations Manager oversees the operational planning and activities to accomplish UTMRC's mission, goals and objectives.

**TIME COMMITMENT:**
- 100% committee meetings
- 75% of events open to all UTMRC members
- Increased time commitment during operational responses

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Faculty Director &amp; Student Deputy Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises:</td>
<td>Programs Coordinator &amp; Training Coordinator</td>
</tr>
</tbody>
</table>

**ROLE AND RESPONSIBILITIES**
- Collaborate with Faculty Director and Student Deputy Director to develop operational goals and objectives
- Provide direction and counsel to Programs and Training coordinators
- Supervise Programs Coordinator to develop University community initiatives to support UTMRC’s mission, goals, and objectives
- Supervise Training coordinator to develop training opportunities to support UTMRC’s missions, goals, and objectives
- Participate in the development of policies for UTMRC
- Help in recruiting efforts
- Attend and participate in 75% of UTMRC events per school year
- Evaluate operational goals and objectives for UTMRC yearly

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**
- Completion of the following training
  - IS-100.00.HE (Introduction to the Incident Command System for Higher Education)
  - IS-700 (National Incident Management System, An Introduction)
- Up-to-date licensure and BLS
- Completion of any additional required training courses
- Thorough understanding of UTMRC’s mission and goals

**PREFERRED SKILLS**
- Motivational leadership style
- Strong working relationship with university, community, and partner stakeholders
- Comprehensive understanding of how UTMRC integrates into strategic planning process of the university and within the serviced area

**ADDITIONAL NOTES**
Be sure to review descriptions of supervisory positions to fully understand scope of roles/responsibilities.
## Position: 
**PROGRAMS COORDINATOR**  

<table>
<thead>
<tr>
<th>Appointed/Elected:</th>
<th>Approved in election by UTMRC membership after application review</th>
</tr>
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</table>

### Position Description:
The Programs Coordinator develops and oversees activities and initiatives to accomplish UTMRC’s mission, goals and objectives.

### Time Commitment:
- 75% committee meetings
- 50% of events open to all UTMRC members
- Increased time commitment during operational responses

### Reports to:
Operations Manager

### Supervises:
Delegates to volunteers

### Role and Responsibilities:
- Collaborate with Operations Manager to develop programs goals and objectives
- Cultivate University and community partnerships that will enhance collaboration and support with UTMRC
- Develop public health, emergency, and disaster initiatives to support UTMRC’s mission, goals, and objectives.
- Identify activities to enhance membership experience within UTMRC’s purpose
- Help in recruiting efforts
- Attend and participate in 50% of UTMRC events per school year
- Evaluate programs goals and objectives for UTMRC yearly
- Delegate individual tasks to general UTMRC membership as needed

### Qualifications and Education Requirements:
- Completion of the following training
  - IS-100.HE (Introduction to the Incident Command System for Higher Education)
  - IS-700 (National Incident Management System, An Introduction)
- Up-to-date licensure and BLS
- Completion of any additional required training courses
- Thorough understanding of UTMRC’s mission and goals

### Preferred Skills:
- Strong working relationship with university, community, and partner stakeholders
- Comprehensive understanding of how UTMRC integrates into strategic planning process of the university and within the serviced area

### Additional Notes:
Example initiatives may include: Staffing community flu clinics with the City of Austin Health and Human Services Department and/or University Student Health Services, staff local disaster and emergency drills outside SON, or develop strike teams to help staff specialized programs within UTMRC.
**Position:** TRAINING COORDINATOR  
**Length of Term:** No less than 1 year  
**Appointed/Elected:** Approved in election by UTMRC membership after application review

**Position Description:**
The Training Coordinator develops volunteer training events to accomplish UTMRC’s mission, goals and objectives.

**Time Commitment:**
- 75% committee meetings  
- 50% of events open to all UTMRC members  
- Increased time commitment during operational responses

**Reports to:** Operations Manager  
**Supervises:** Delegates to volunteers

**Role and Responsibilities**
- Collaborate with Operations Manager to develop training goals and objectives  
- Identify training activities to enhance membership experience within UTMRC’s purpose  
- Cultivate University and community partnerships to collaborate training for UTRMC volunteers  
- Host at least one UTMRC sponsored training activity per year  
- Help in recruiting efforts  
- Attend and participate in 50% of UTMRC events per school year  
- Evaluate training goals and objectives for UTMRC yearly  
- Delegate individual tasks to general UTMRC membership as needed

**Qualifications and Education Requirements**
- Completion of the following training  
  - IS-100.HE (Introduction to the Incident Command System for Higher Education)  
  - IS-700 (National Incident Management System, An Introduction)  
- Up-to-date licensure and BLS  
- Completion of any additional required training courses  
- Thorough understanding of UTMRC’s mission and goals

**Preferred Skills**
- Strong working relationship with university, community, and partner stakeholders  
- Comprehensive understanding of how UTMRC integrates into strategic planning process of the university and within the serviced area

**Additional Notes**
Initial focus should be on developing training curriculum on MRCTRAIN.org specific for UTMRC volunteers, and identifying specific trainings to support UTMRC mission including sheltering operations, immunization clinics (POD training), etc.
# UTMRC

**University of Texas at Austin Medical Reserve Corps**

<table>
<thead>
<tr>
<th>Position:</th>
<th>SUPPORT MANAGER</th>
<th>Length of Term:</th>
<th>No less than 2 years</th>
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<tbody>
<tr>
<td>Appointed/Elected:</td>
<td>Appointed by Faculty Director after application review</td>
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## Position Description:
The Support Manager oversees the behind-the-scenes planning and activities to accomplish UTMRC’s mission, goals and objectives.

## Time Commitment:
- 100% committee meetings
- 75% of events open to all UTMRC members
- Increased time commitment during operational responses

## Reports to:
Faculty Director & Student Deputy Director

## Supervises:
Finance Coordinator, Membership Coordinator, Communications Coordinator & Administrative Coordinator

## Role and Responsibilities:
- Collaborate with Faculty Director and Student Deputy Director to develop administrative goals and objectives
- Provide direction and counsel to Finance, membership, Communications and clerical coordinators
- Supervise Finance Coordinator to ensure monies are procured and spent according to UTMRC’s mission, goals, and objectives
- Supervise Membership Coordinator to endorse membership recruitment and development within UTMRC’s missions, goals, and objectives
- Supervise Communications Coordinator to promote clear and coordinated communication efforts to UTMRC volunteers, and university and community stakeholders
- Supervise Clerical Coordinator to ensure secretarial work is completed
- Participate in the development of policies for UTMRC
- Help in recruiting efforts
- Attend and participate in 75% of UTMRC events per school year
- Evaluate administrative goals and objectives for UTMRC yearly
- Update position descriptions annually

## Qualifications and Education Requirements:
- Completion of the following training
  - IS-100.HE (Introduction to the Incident Command System for Higher Education)
  - IS-700 (National Incident Management System, An Introduction)
  - Up-to-date licensure and BLS
  - Completion of any additional required training courses
  - Thorough understanding of UTMRC’s mission and goals

## Preferred Skills:
- Motivational leadership style
- Strong working relationship with university, community, and partner stakeholders
- Comprehensive understanding of how UTMRC integrates into strategic planning process of the university and within the serviced area

## Additional Notes:
Be sure to review descriptions of supervisory positions to fully understand scope of roles/responsibilities.

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**Last Updated By:** A. Burge  **Date/Time:** 9-7-2016
**Position:** FINANCE COORDINATOR  
**Length of Term:** No less than 1 year

| Appointed/Elected: | Approved in election by UTMRC membership after application review |

**POSITION DESCRIPTION:**  
The Finance Coordinator maintains the budget and procures monies to be spent in accordance with UTMRC’s mission, goals and objectives.

**TIME COMMITMENT:**  
- 75% committee meetings  
- 50% of events open to all UTMRC members  
- Increased time commitment during operational responses

| Reports to: | Support Manager |
| Supervises: | Delegates to volunteers |

**ROLE AND RESPONSIBILITIES**
- Collaborate with Support Manager to develop financial goals and objectives  
- Search and apply for financial funds, to include grants, that support UTMRC’s purpose  
- Develop and manage annual budgets  
- Receive and assess financial requests from other Coordinators  
- Approve financial spending requests with collaboration of Support Manager and Directors  
- Work within University policy to spend awarded monies  
- Help in recruiting efforts  
- Attend and participate in 50% of UTMRC events per school year  
- Evaluate financial goals and objectives for UTMRC yearly  
- Delegate individual tasks to general UTMRC membership as needed (including grant writing)

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**
- Completion of the following training  
  - IS-100.HE (Introduction to the Incident Command System for Higher Education)  
  - IS-700 (National Incident Management System, An Introduction)  
- Up-to-date licensure and BLS  
- Completion of any additional required training courses  
- Thorough understanding of UTMRC’s mission and goals

**PREFERRED SKILLS**
- Working knowledge of Excel or other spreadsheet systems  
- Preferred grant writing experience  
- Comprehensive understanding of how UTMRC integrates into strategic planning process of the university and within the serviced area

**ADDITIONAL NOTES**
Initial focus should be on developing a budget spreadsheet and developing a financial request form for UTMRC sections to submit for approval

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**Last Updated By:** A. Burge  
**Date/Time:** 9-7-2016
## Position: **MEMBERSHIP COORDINATOR**  
**Length of Term:** No less than 1 year

### Appointed/Elected:
Approved in election by UTMRC membership after application review

### Position Description:
The Membership Coordinator maintains volunteer operational readiness to support UTMRC’s mission, goals and objectives.

### Time Commitment:
- 75% committee meetings
- 50% of events open to all UTMRC members
- Increased time commitment during operational responses

### Reports to:
Support Manager

### Supervises:
Delegates to volunteers

## Role and Responsibilities
- Collaborate with Support Manager to develop membership goals and objectives
- Take lead in recruiting efforts
- Cooperate with Programs Coordinator to develop recruiting initiatives
- Ensure operational readiness of UTMRC volunteer force by auditing licensing and backgrounds, and verifying required training is completed
- Approve members within the TDVR (Texas Disaster Volunteer Registry)
- Provide quarterly membership breakdown reports (or monthly dependent on frequency of meetings)
- Develop a retention program
- Send communication to volunteer members through TDVR in collaboration with Communications Coordinator
- Update MRC profile annually on medicalreservecorps.gov
- Maintain database of member volunteer hours
- Attend and participate in 50% of UTMRC events per school year
- Evaluate membership goals and objectives for UTMRC yearly
- Delegate individual tasks to general UTMRC membership as needed

## Qualifications and Education Requirements
- Completion of the following training
  - IS-100.HE (Introduction to the Incident Command System for Higher Education)
  - IS-700 (National Incident Management System, An Introduction)
- Up-to-date licensure and BLS
- Completion of any additional required training courses
- Thorough understanding of UTMRC’s mission and goals

## Preferred Skills
- Strong working relationship with university, community, and partner stakeholders
- Comprehensive understanding of how UTMRC integrates into strategic planning process of the university and within the serviced area
- Complete training and get granted administrative access to TDVR database site

## Additional Notes
**POSITION DESCRIPTION:**
The Communication Coordinator is responsible for developing and displaying messages consistent with the needs of UTMRC.

**TIME COMMITMENT:**
- 75% committee meetings
- 50% of events open to all UTMRC members
- Increased time commitment during operational responses

**ROLE AND RESPONSIBILITIES**
- Collaborate with Support Manager to develop communication goals and objectives
- Develop UTMRC volunteer newsletters to highlight recent events and upcoming opportunities
- Coordinate with Membership Coordinator to send messages to volunteers via email through the TDVR
- Make graphic fliers for upcoming events
- Coordinate with appropriate university personnel to display communication fliers and posters
- Ensure all communication containing the MRC logo is in accordance with MRC standards
- Maintain UTMRC website, and collaborate with appropriate university representative to update annually or as needed
- Maintain consistent messaging on UTMRC social media sites
- Check and reply to UTMRC email messages no less than weekly – refer to appropriate personnel when required
- Help in recruiting efforts
- Attend and participate in 50% of UTMRC events per school year
- Evaluate membership goals and objectives for UTMRC yearly
- Delegate individual tasks to general UTMRC membership as needed to include newsletter article writing and photography

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**
- Completion of the following training
  - IS-100.HE (Introduction to the Incident Command System for Higher Education)
  - IS-700 (National Incident Management System, An Introduction)
- Up-to-date licensure and BLS
- Completion of any additional required training courses
- Thorough understanding of UTMRC’s mission and goals

**PREFERRED SKILLS**
- Strong working relationship with university, community, and partner stakeholders
- Comprehensive understanding of how UTMRC integrates into strategic planning process of the university and within the serviced area
- Understanding and compliance with Medical Reserve Corps graphic communication requirements
- Comfort in using computer processing programs
- Graphic design, writing, and photography experience is preferred

**ADDITIONAL NOTES**
Initial goal should be to get approval for MRC logo use

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**Last Updated By:** A. Burge  
**Date/Time:** 9-7-2016
**Position:** ADMINISTRATIVE COORDINATOR  
**Length of Term:** No less than 1 year  
**Appointed/Elected:** Approved in election by UTMRC membership after application review  

**POSITION DESCRIPTION:**  
The Clerical Coordinator provides administrative support to promote UTMRC’s mission, goals and objectives.

**TIME COMMITMENT:**  
- 75% committee meetings  
- 50% of events open to all UTMRC members  
- Increased time commitment during operational responses

**Reports to:** Support Manager  
**Supervises:** Delegates to volunteers

**ROLE AND RESPONSIBILITIES**

- Collaborate with Administrative Manager to develop clerical goals and objectives  
- Record committee meeting minutes  
- Send meeting recap to committee members  
- Secure meeting room reservations  
- Take inventory of supplies  
- Maintain records in share drive and/or binders  
- Update policies, procedures and UTMRC reports as needed  
- Help in recruiting efforts  
- Attend and participate in 50% of UTMRC events per school year  
- Evaluate membership goals and objectives for UTMRC yearly  
- Delegate individual tasks to general UTMRC membership as needed

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Completion of the following training  
  - IS-100.HE (Introduction to the Incident Command System for Higher Education)  
  - IS-700 (National Incident Management System, An Introduction)  
- Up-to-date licensure and BLS  
- Completion of any additional required training courses  
- Thorough understanding of UTMRC’s mission and goals

**PREFERRED SKILLS**

- Strong working relationship with university, community, and partner stakeholders  
- Comprehensive understanding of how UTMRC integrates into strategic planning process of the university and within the serviced area

**ADDITIONAL NOTES**
### Position: MULTIDISCIPLINARY FACULTY ADVISOR

<table>
<thead>
<tr>
<th>Length of Term:</th>
<th>No less than 1 year</th>
</tr>
</thead>
</table>

| Appointed/Elected: | Approved by appropriate Dean or representative |

#### POSITION DESCRIPTION:
Each Multidisciplinary Faculty Advisor Member is responsible for representing his respective school or college’s interests within UTMRC committee.

#### TIME COMMITMENT:
- 75% committee meetings
- 50% of events open to all UTMRC members
- Increased time commitment during operational responses

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Faculty Director, Dean/Representative as appropriate</th>
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</thead>
</table>

| Supervises: | n/a |

#### ROLE AND RESPONSIBILITIES
- Serve as liaison between school, college, department, or organization with UTMRC
- Identify opportunities for collaboration between UTMRC and respective department
- During operational response (public health or emergency response activity), serve as contact person for volunteers

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS
- Completion of the following training
  - IS-100.HE (Introduction to the Incident Command System for Higher Education)
  - IS-700 (National Incident Management System, An Introduction)
- Up-to-date licensure and BLS
- Completion of any additional required training courses
- Thorough understanding of UTMRC’s mission and goals
- Faculty or Staff employed by the University of Texas at Austin within their perspective school or department

#### PREFERRED SKILLS
- Strong working relationship with university, community, and partner stakeholders
- Comprehensive understanding of how UTMRC integrates into strategic planning process of the university and within the serviced area

#### ADDITIONAL NOTES