

Training & Exercises Intern

Division/Unit: Training & Exercises	OEM Employee to Supervise Project: Nick Matthews
How many interns: 1	Education Level: College
Background on Project: OEM recently acquired a Learning Management System (LMS) to assist in the administration and coordination of Agency training events. The LMS will also allow the Agency to host web-based trainings. In support of the LMS, Training & Exercises is developing a robust emergency management training curriculum.	
Description of Project/ Intern Responsibilities: <ul style="list-style-type: none">• Assist with the administration of the LMS• Participate in the curriculum development of web-based trainings• Provide logistical support for inter-agency trainings• Support other projects as needed	
Requirements/special skills needed: <ul style="list-style-type: none">• Advanced knowledge of Microsoft Office• Excellent writing and communication skills• Interest in learning technology• Database administration experience a plus• HTML experience a plus• Adobe software experience a plus	