



## Alabama Emergency Management Agency Student Aide Program Policy Memorandum

The Alabama Emergency Management Agency supports the professional development of students into the Emergency Management career field. To assist in this development two Student Aide positions are available at AEMA.

The AEMA Student Aide program is coordinated with the Alabama Department of Finance and State Personnel. Positions are filled upon identification of qualified candidates, availability of funding and in accordance with Alabama hiring procedures.

To be considered for selection, candidates will visit Alabama State Personnel on line at [www.personnel.state.al.us](http://www.personnel.state.al.us) and complete the form for Student Aide – 11901. Applicants should look at the qualifications on the State Personnel announcement sheet prior to completing an application to ensure they meet the criteria.

Completed forms are to be sent to:  
Alabama Emergency Management Agency  
Attn: Personnel  
P.O. Drawer 2160  
Clanton, Alabama 35046-2160

AEMA Personnel Office will submit the paperwork for the selected candidate to State Personnel. Please do not send forms directly to State Personnel.

AEMA Student Aides are currently paid at the rate of \$9.23 per hour, no benefits (insurance). In the event travel is required compensation is available in accordance with State Travel guidelines. Student Aides have a maximum of 1,248 hours or 156 days, ideally served consecutively. However, student schedules will be considered. Pay and benefits are subject to change, for current information check with the AEMA Personnel Office.

The AEMA Personnel Office will provide a copy of the candidate's application for consideration to the Section Chiefs, Executive Operations Officer and Director. Candidates who are selected as AEMA Student Aides will be approved by the Director and coordinated with the AEMA Personnel Office. Student Aides will be sponsored by an employee of AEMA and have the approval of the Section Chief.

Sections are encouraged to sponsor candidates and coordinate with other Sections to provide a total EMA experience.

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AEMA has established a formal partnership with Jacksonville State University. For this reason JSU students will be given first consideration for openings in the Student Aide program.

Student Aides are entering into a mentorship program. Exposure throughout each department at AEMA is mandatory, and may be done with temporary assignment, or briefings. Student Aides may attend meetings, write summaries, review legislation, plan conferences, participate in damage assessment, and other duties as assigned. Student Aides should complete the program with a basic understanding of the State Emergency Operation Center, governing documents (COOP, EOP, Stafford Act) and will complete basic Incident Command System training.

Student Aides are not promised future employment with AEMA. However, many Student Aides go into the emergency management profession with a stronger entry level resume as a result of their experience at AEMA.

All Student Aides will complete the following prior to program completion:

- IS-100 (Intro to ICS)
- IS-200 (Basic ICS)
- ICS-300 (Intermediate ICS)
- ICS-400 (Advanced ICS)
- IS-700 (National Incident Management System)
- IS-800 (National Response Plan (NRP), an Introduction)
- Brief presentation to the AEMA staff prior to completion of the program, demonstrating their understanding of emergency management