

HILBERTCOLLEGE

OPEN POSITION ANNOUNCEMENT

June 15, 2021

JOB TITLE: Director of Campus Safety

REPORTS TO: Vice President for Student Life/Dean of Students

DEPARTMENT: Campus Safety

Job Summary: The Director of Campus Safety is responsible for ensuring the safety of Hilbert College's students, employees, and guests, and the daily security of its buildings and grounds. Also leads and directs the Campus Safety staff. Responsibilities include: hire, train, schedule, and supervise the Campus Safety staff. Enforce the rules and regulations set forth by college policies. Supervise parking, traffic and crowd control. Supervise the correction of any potential hazards. Supervise specific tasks to deter, detect, report, and prevent potential crimes. Communicate policies to internal constituencies of the college. Interact and contract with outside agencies and individuals who provide services related to fire protection, alarms, and required inspections. Coordinate with local police and fire officials. Prepare and submit all information as required by the Clery Act. Maintain statistics and information on crimes and sex offenders as required by law. Prepare and present orientation workshops on campus safety and crime prevention. Distribute keys to college personnel and maintain key records. Respond to emergency situations and incidents on a 24-hour basis.

Requirements/Qualifications: Basic computer skills, Microsoft Office. Strong communication and interpersonal skills. Able to work with minimal supervision. Flexibility, some evening and weekend hours will be necessary. Advanced proficiency in policy writing. Ability to provide vision and motivation to a team. Familiarity with all campus services, policies and regulations. Proven leadership and supervision skills. Good negotiation skills. Knowledge of crime prevention, investigation, and educational safety training. Bachelor's degree in Criminal Justice or a related field. Five years of progressively responsible supervisory experience in a security environment. New York State Security Certification. First Aid Certification.

Interested candidates should submit a cover letter, resume and contact information for three professional references to: Gregory Roberts, Vice President for Student Life/Dean of Students, jobs@hilbert.edu

Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students. The College does not discriminate against individuals on the basis of any protected characteristic covered under federal or state law. For more details, see the College's policy at <https://www.hilbert.edu/about/notice-of-non-discrimination>

5200 South Park Avenue ♦ Hamburg, New York 14075 ♦ Phone (716) 649-7900