Job Description – Assistant Director, Public Safety

Department: Public Safety  Reports to:  Director of Public Safety

Responsibilities

• Provide supervision for Public Safety Operations, crime prevention, ID card and Services, security technology and parking/transportation services.

• Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; for assigned security personnel to correct deficiencies; implement discipline and termination procedures when appropriate and necessary.

• Assist Director of Public Safety to oversee in consultation with NYU Shanghai, acquisition and maintenance of Department equipment and vehicles; maintain safety standards for personnel and equipment.

• Develop and implement security system and procedures to maintain and improve the overall safety of the University campus community and assets.

• Respond to and resolve sensitive inquiries, complains; explain department programs, policies and activities; negotiate controversial issues. Respond to and take command of NYU Shanghai resources at all-hazard emergencies within the campus.

• Assist Director of Public Safety to create and maintain strong relations with Public Safety at NYU Shanghai.

• Develop in consultation with NYU Shanghai, security patrol procedures, policies and protocols designed to provide maximum security coverage for the Campus and ultimately the permanent campus. Develop in consultation with NYU Shanghai emergency protocol to timely response to all-hazard emergencies.

• Develop reports and presentations for senior University leadership, and programs, including orientations from time-to-time for faculty, students and staff.
**Qualification**

- **Required Education**

  Master’s degree in public administration, security, or law enforcement related filed. Certificates associated with various security related courses and programs or equivalent combination of education and experience after the degree and experience. Certificate of senior security professional issued by governmental agencies is preferred.

- **Required Experience**

  - 6 years' of increasingly responsible positions in security, law enforcement or military, including 2 years’ of senior management responsibility or equivalent combination of education and experience. Experience in disaster preparedness, response and recovery.

  - Shanghai driver's license or the ability to procure a Shanghai driver's license within 3 months of employment. Ability to prioritize and manage multiple projects, and consistently be available to respond to campus emergencies during non-business hours. International travel is an expected part of this position.

- **Required Knowledge, Skills, and Abilities**

  - Familiarity with Microsoft Programs/ including Word/Excel, Access and PowerPoint. Be a self-starter with the drive and passion to complete complex tasks within a matrix.

  - Enjoy the challenges of helping to build an institution in a multi-jurisdictional environment; Enjoy and be comfortable in start-up environment; Demonstrate a natural curiosity in the geopolitical and economic themes driving development of the region.

  - Be detail orientated/able to adopt a forensic approach to solving issues. Be a natural people person / with strong empathy skills and an intuitive grasp of how to read and interpret human behavior.

  - Demonstrate maturity / mental resilience and a level-headed mindset; be able to live in an environment requiring strong cultural sensitivities and flexibility. Adaptability and affinity for multicultural environment and a global mind-set.

  - Excellent management skills to function at an executive level with initiative / appropriate level of accountability / ability to think out of the box and excellent problem solving ability.

  - Excellent interpersonal, verbal and communication skills; Ability to effectively and persuasively articulate components of the security program and forge partnerships.

  - Effective communication and presentation skills with a variety of audiences / constituencies and organization levels; Ability to work in a cross-cultural environment.