

**Alverno College**  
**Non-Exempt Position Description**

---

**Position Title:** Assistant Director / Captain      **Date:** September 2024  
**Department:** Campus Safety      **Status:** Full Time / 12 month  
**Reports To:** Director of Campus Safety/Chief      **Classification:** Exempt

**Primary Function:** Under supervision by the director of campus safety/chief, this position is designated as an essential position and is responsible for the day-to-day operations of the campus safety department. Provides direct supervision of all campus safety officers, sergeants, dispatchers, and student staff. This job includes, but is not limited to, daily tasks of patrolling, training of department staff and students, and departmental policy and process development/improvement. This posting will be the primary responsibility of all department training. This role assists with patrols of the campus and surrounding neighborhoods. This individual must be able to perform duties with minimal supervision while providing sound leadership under all conditions. This individual must be flexible and able to adapt to rapid change.

**Principal Responsibilities**

- Plan, organize, and direct all personnel and activities necessary to establish a safe, secure, and efficient environment.
- Review daily log and Detex reports, and departmental activities to identify any deficiencies or violations of federal, state, or local laws, or college and department policies, procedures, or protocols.
- Reviews incident reports, log entries, emails, and other communications, and assists in changing policies to meet best practices, laws, or industry trends to determine training needs in conjunction with the director.
- Supervise and evaluate the performance of subordinates; determine and monitor follow-up actions as needed.
- Responsible for developing and implementing the department training programs for new hires, and ongoing refresher and developmental pieces of training.
- Delegating changes to shift assignments as needed.
- Delegation and supervision of departmental needs and special projects and tasks.
- Test and maintain as assigned all life/safety equipment including fire alarms, pull stations, battery-powered smoke detectors, and all fire extinguishers. Maintain accurate records. Follow up with assigned Officers to ensure projects are completed as needed.
- Ensure adequate staffing for all shifts including assigning overtime and adjusting to the department schedule for illnesses and injuries.

- Assist in developing and presenting training for various campus audiences and needs.
- Assist the director of campus safety in administrative duties of the department including but not limited to, hiring officers, budget planning, OSHA incident reporting, Clery reporting, coordinating campus emergency drills, writing and implementation of new policies/procedures, and other tasks as assigned.
- Serve as a Title IX investigator and partner with Title IX coordinator on prevention and response to gender-based harassment and violence.
- Oversee readiness of department resources and supplies.
- Conduct 1-on-1 and shift meetings as needed.
- Act as First Responder in medical emergencies including providing first aid and CPR. Determine whether outside medical assistance is necessary. Follow procedures for blood-borne pathogens and Exposure Control Plan.
- Respond and provide assistance and direction in incidents involving suspicious persons, medical emergencies, disturbances, fire alarms, trespassers, or any other department-related calls.
- Submit reports of all calls and activity to the director of campus safety within 24 hours or sooner as required.
- May detain individuals threatening harm to self or others utilizing pepper spray and/or handcuffs according to College and department policies/procedures.
- Issue parking citations in compliance with the College parking program.
- Be on call on a 24-hour basis on a shared rotation and when the director/chief is not available.
- Engage in a variety of crime prevention/reduction activities including SafeWalk, personal safety, and security assessments, and assist in educational programs, such as women's self-defense training.

**Minimum Qualifications:**

- Associate degree in criminal justice or a related field and 5 years of experience in law enforcement, public safety, or security. With at least 1 year of supervisory experience.
- Demonstrated leadership and supervisory skills, as well as cultivating productive relationships with students and colleagues.
- Ability to maintain confidentiality.
- Ability to work a flexible schedule with the flexibility to rapidly respond and return to the campus when necessary.
- Ability to interact positively with all types of personalities, to sometimes include hostile individuals or groups, while remaining professional and polite.
- Strong interpersonal and communication skills.
- Must work with and support other members of the department in their mutual pursuit of implementing the College Mission and achieving department goals.
- Knowledge of Federal, state, and local laws.
- Valid Driver's license with a driving record that meets the qualifications of an Alverno driver.
- Current CPR/AED/First Aid certification or ability to obtain.

### **Preferred Qualifications**

- 8 years of experience in law enforcement, public safety, or security. With at least 3 years of supervisory experience.
- Knowledge and experience with training and teaching techniques for various audiences.
- Knowledge of regulations on crime, safety, and fire codes. Including but not limited to the Clery Act, VAWA, Title IX, NFPA, and FERPA in higher education.
- Experience in a higher education setting.

### **Working Conditions**

- Must be able to walk between 5-10 miles on every shift in the performance of required tours and in responding to calls.
- Requires the ability to frequently stoop, bend, sit and stand. Must have good manual dexterity.
- Must be able to lift 20 pounds frequently and repeatedly, and occasionally as much as 50 pounds or more.
- Safety personnel may be required to work extended or additional shifts to provide needed coverage for the college.
- This position is considered essential in the case of a campus, local, or statewide, emergency.

### **How to Apply**

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

**Please attach your cover letter, resume, and list of references to the online application**

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*