

# Simmons College

## Assistant Director- Public Safety

### Summary:

The Assistant Director provides professional law enforcement and public safety services to the Simmons College community through a customer-focused philosophy of community policing, concentrating on problem solving partnerships with the College community designed to prevent crime and disorder.

The Assistant Director works in partnership with the Dean of Students, Residence Life and other campus offices to insure the highest levels of cooperation and coordination. The Assistant Director establishes and maintains a continuing partnership with student groups through the Student Activities office. Through direct involvement, and through delegation of certain tasks to other college representatives, is responsible for compiling relevant data and coordinates the distribution of the College's compliance document in accordance with the Jeanne Clery Act. Coordinates departmental programs designed to assist the community in strengthening its crime prevention and victim support efforts. Represents the Director of Public Safety in his absence. Other duties as required and/or assigned.

### Requirements:

The following qualifications are required: Bachelor of Science (BS) in Law Enforcement or equivalent training and experience (at least 8 years) in a command level (i.e., Lieutenant, Deputy Chief, Chief) campus police/public safety agency; If applicant possesses a Bachelor's of Science (BS) in Law Enforcement or equivalent, at least 5 years of successful experience in a campus environment as a police supervisor; Certification as a police officer and the ability to obtain police powers under MGL Chapter 22C S 63; Current and valid Massachusetts Class A license to carry firearms, or ability to obtain; CPR/AED/First Aid certification; Current and valid Massachusetts Driver's License or ability to obtain; Strong demonstrated leadership skills and strong written and verbal communications skills. The following qualifications are preferred: Experience leading and managing successful change processes; Project management experience implementing new technology and/or policies and procedures, etc.

Prior to employment, applicant will be required to successfully complete a full background investigation, including but not limited to: reference checks; employment verification; education verification; resume verification; NLETS/NCIC/CORI/LEAPS check. Applicant must submit to and successfully pass a comprehensive psychiatric evaluation and drug testing prior to employment.

Must be proficient in Microsoft Office: Intermediate proficiency in Word, Excel, Publisher, PowerPoint, etc., required. Experience with C\*CUR, and ARMS preferred.

Must be able to work Monday - Friday, 8a to 5p. Some weekends, holidays. Subject to emergency activation/recall. Hours may vary.

Simmons is a nationally recognized small, private, predominantly women's college with undergraduate programs for women and graduate programs for women and men. Simmons is known for graduating students who have a sound liberal arts base and are exceptionally well-prepared for the world of work. Offerings include a nationally ranked undergraduate women's college, the world's only graduate business school designed for women; highly respected coeducational graduate schools of library and information science, health studies and social work; and graduate programs in education, communications management, and the liberal Arts. Simmons has 2000 female students and is located in Boston Massachusetts. The college is within walking distance of 15 other college campuses in the Fenway section of Boston. Simmons is surrounded by world-renowned museums, libraries, hospitals, medical and research facilities.

**To apply for this position, please go to our online employment site at: <https://jobs.simmons.edu/>. Click on "Search Postings" and apply online for this position and attach a cover letter and resume.**

**To go directly to this position posting, please click on:**  
[jobs.simmons.edu/applicants/Central?quickFind=51273](https://jobs.simmons.edu/applicants/Central?quickFind=51273)

***Simmons is committed to excellence in education and employment through diversity.***