

# **Westminster College Position Vacancy**

## **Assistant Director of Public Safety**

Westminster College is seeking qualified candidates for the position of **Assistant Director of Public Safety**. The Assistant Director serves as a key member of the Department of Public Safety, providing day-to-day support, leadership, and supervision ensuring the safety of the college community and the security of all College property.

The **Assistant Director reports directly to the Director of Public Safety**, who holds primary responsibility for the leadership, administration, and management of the department. The Director reports to the Vice President for Student Affairs, under whose division Public Safety resides. This structure reflects Westminster's educational and community-centered approach to public safety. In coordination with and under the supervision of the Director of Public Safety, the Assistant Director will:

### **Operational and Personnel Support**

- Support the Director in overseeing the daily operations of the Department of Public Safety, including patrol scheduling, event security, and building access.
- Assist with recruiting, training, and supervising public safety officers. Ensure officers receive ongoing professional development in areas such as de-escalation, CPR/First Aid, emergency response, and community engagement.
- Provide feedback, coaching, and support to officers, while escalating performance or conduct concerns to the Director as appropriate.
- Oversee parking, traffic control, and access systems.

### **Emergency Management and Incident Response**

- Support the Director in emergency management planning, preparedness exercises, and implementation of the College's Emergency Management Plan.
- Respond to incidents, serving as an on-scene supervisor until relieved by the Director or external authorities.
- Conduct preliminary investigations and prepare reports, ensuring timely communication with the Director.
- Serve in an on-call rotation, ensuring continuous campus safety coverage.

### **Community Engagement and Risk Management**

- Partner with the Director to cultivate positive relationships with students, staff, faculty, and local emergency services.
- Deliver safety education programs, presentations, and outreach initiatives that emphasize prevention, responsibility, and student well-being.
- Help monitor and assess campus safety risks, recommending strategies to reduce vulnerabilities.
- Enforce College policies, regulations, and parking codes in a manner consistent with Westminster's educational and community-building mission.

### **Administrative and Compliance Support**

- Maintain detailed records of incidents, shift activities, and Clery-reportable information, submitting all documentation to the Director.
- Assist the Director with Clery compliance efforts and annual reporting.
- Support departmental budget management by providing input on operational needs, equipment, and training requests.

### **Physical Demands**

- Ability to utilize human senses, sight, sound, touch, taste, smell.
- Pulling/pushing or physically detaining individuals as needed under appropriate direction.
- Walking, running, lifting, climbing stairs, sitting and standing for extended periods.

### **Qualifications, Requirements, and Competencies**

- Bachelor's degree preferred; minimum of two (2) years of professional experience in public safety, law enforcement, or a related field, preferably in a higher education setting.
- Current Act 235 certification required.
- Minimum of two (2) years of supervisory experience.
- Strong written and verbal communication skills; excellent organizational and leadership abilities.
- Valid driver's license; criminal and other relevant background checks required.

### **To Apply**

Please submit a cover letter, resume, and the names and contact information for at least three work-related references by email to [SAJobApplications@westminster.edu](mailto:SAJobApplications@westminster.edu). Applications will be accepted through **November 7, 2025**.

Westminster College is an equal opportunity employer.