



International House

Position Description:

Position Title: Manager of Public Safety – 2nd Shift
(4 p.m. – Midnight)
Office: Public Safety and Resident Guest Services
Reports to: Public Safety Director

About International House

Founded in 1924 by John D. Rockefeller Jr. and the Cleveland H. Dodge family through the initiative of Harry and Florence Edmonds, International House is a residence for postgraduate scholars and trainees in New York City with a mission to prepare leaders for the global community. International House is home typically to more than 700 carefully selected graduate students and young professionals annually – representing 100 countries and more than 70 top schools and businesses. We provide an unrivaled opportunity for our Residents to thrive through daily interactions in a culturally, politically, and economically diverse environment and programs designed to expand the world views of these emerging leaders. We believe that leadership guided by the core values of the International House experience – Respect, Empathy, and Moral Courage – can create a more just and peaceful world. Learn more at www.ihouse-nyc.org.

Position Overview

Responsible for providing and maintaining an inviting, safe and comfortable environment for residents, guests and staff. Supports the tactical and strategic departmental goals which continue to improve the overall resident, staff and guest experience.

Key Responsibilities

- Recruit, hire, train, schedule and supervise public safety officers
- Coordinate the daily activities of the Public Safety department to deliver consistent superior customer service and support including preparing daily activity reports detailing shift activities
- Plan and coordinate security operations for events and activities at I-House
- Prepare reports, review subordinates' reports and other paperwork, and maintain accurate and complete logs and records
- Thoroughly and promptly investigate and help resolve issues security matters
- Analyze data to form proposals for improvements (e.g., implementation of new technology)
- Monitor, maintain, and safeguard all equipment essential to the efficient operation of the Department including CCTV systems, radios, and keys
- Patrol premises regularly and respond to all for service. Report suspicious activities and prepare incident reports, as needed
- Watch for and report irregularities, such as security breaches, facility and safety hazards, and emergency situations; contact emergency responders such as police, fire, and/or ambulance personnel as needed
- Protects and maintains confidential information per the department's standard

- operating procedures
- Coordinate CPR and AED training for staff
- Assist the Public Safety Director with assessing security risks, conducting regular meetings with staff, evaluating, and drafting relevant policies and procedures, and preparing performance evaluations for staff
- Ability to respond calmly and effectively in emergency situations
- Performs other duties as required

Qualifications and Experience

The ideal candidate will have:

- High School Diploma (College Degree preferred.)
- Six years of experience as a Public Safety Officer or similar role with at least three years of supervisory experience in security or law enforcement
- Valid NY State Security Guard License
- Able to work weekends, nights and a variety of shift when circumstances warrant. Shift times are as follows: 8am-4pm, 4pm-12am, 12am-8am
- Knowledge of standard security concepts, practices, and procedures.
- Experience with report writing with skills in Microsoft Office applications.
- Adult First Aid/CPR & AED Certified
- Experience using relevant technology and equipment (i.e., CCTV)
- Strong decision making, interpersonal, leadership and organizational skills
- Able to remain calm and effectively manage and respond during stressful emergency situations
- Solid judgment with a strong working knowledge of security and safety procedures, mediation, and conflict resolution skills
- Good communication, writing, interpersonal, and customer service skills

Salary Range:

\$73,400 – \$77,000 commensurate with experience

How to Apply:

Please submit a cover letter and resume via e-mail to careers@ihouse-nyc.org with “**Manager of Public Safety**” in the subject line.

International House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, International House complies with applicable state and local laws governing nondiscrimination in employment. International House expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

International House requires that all hired staff be fully vaccinated against COVID-19 as a condition of employment unless a request for an exemption as a reasonable accommodation has been approved.