

**WE ARE NEW YORK'S LAW SCHOOL****Security and Safety Supervisor (Night Shift)**

New York Law School (NYLS), located in the heart of Tribeca, seeks a Security and Safety Supervisor for the night shift of 11:00 p.m. – 7:00 a.m. The Security Supervisor, under the supervision of the Manager of Security and Life Safety and the Vice President of Security and Community Affairs, will be responsible for training, supervising, and leading a security team of three to 10 security officers at our multi-building campus site during a tour of duty, along with a wide range of security and fire life safety tasks.

**Responsibilities**

- Enforcing security, safety, and fire prevention guidelines while preventing theft and damage to law school and community property throughout the campus.
- Reporting any security, safety, or maintenance deficiencies to the appropriate personnel and/or department during each tour of duty.
- Writing detailed incident reports and/or other security-related reports.
- Communicating with law school personnel using handheld radio, email, and mobile technologies such as a cellular phone and/or a tablet device. Serve as a liaison to faculty, staff, and students when performing duties.
- Conducting daily, weekly, and monthly tests of security and life safety equipment and communications equipment.
- Ensuring staff always maintain cleanliness and orderliness at security posts and locker rooms.
- Responding to and resolving security and life safety issues or problems as they occur.
- Providing back-up relief and assisting other security officers as needed.
- Responding and serving as the incident command for all school emergencies according to security and safety guidelines while on duty and providing standard first aid and/or CPR if needed.
- Assisting city, state, or federal law enforcement personnel to the extent possible within the limits of Security Officers' authority and the law.
- If serving as the on-duty Fire Life Safety Director (FLSD), monitors all fire alarm systems, implements the evacuation plan following an alarm condition, conducts required tests, updates records as required by law, coordinates with the fire safety team, and trains Building Evacuation Supervisors.
- Helping to support the law school's emergency preparedness activities and contributing suggestions and recommendations for resolving operational issues and/or problems.
- Exercising first-level supervision of a security team consisting of law school and contract security personnel at multiple physical sites during each tour of duty, ensuring each officer is in proper uniform, and resolving work problems.
- Conducting security briefings with security staff to highlight the day's activities, security issues, etc., assigning breaks and mealtimes, and delegating tasks to security personnel for each tour of duty.
- Ensuring security staff adhere to all departmental policies, procedures, and guidelines. Ensure staff are providing excellent customer service to members of the law school community.
- Monitors security staff conducting roving patrols by foot inside and outside of law school facilities.
- Ensure security staff conduct thorough investigations of all complaints of disturbance, accidents, infractions, and criminal activity occurring on campus and undertake appropriate action or response.
- Reviewing, analyzing, and evaluating reports and records, discussing reports with security staff to ensure accuracy and completeness, and assisting security staff in writing reports.

- Maintaining the daily and weekly work schedule as changes occur and finding replacement coverage when scheduling gaps occur.
- Reviewing and submitting your NYLS timecards every week.
- Conducting and aiding in training programs, communicating job expectations, and coaching staff in daily security operations campus-wide.
- Enforce departmental policies and procedures, administer disciplinary actions to staff in collaboration with the Manager of Security and Life Safety when approved.
- Advising security staff of new / revised security and safety policies and procedures to provide quality control.
- Performing additional security and life safety-related duties as assigned by the Manager of Security and Life Safety and Vice President of Security and Community Affairs.

## Requirements

- Associate's degree from an accredited college or university, or one (1) year of relevant work experience in security, law enforcement, military, or emergency management, and 30 college credits.
- 8-Hour pre-assignment certificate from an approved New York State Division of Licensing Services Security Guard School.
- 16-Hour on-the-job (OTJ) certificate from an approved New York State Division of Licensing Services Security Guard School within 90 days of employment.
- Ability to obtain and maintain a NYS Security Guard License and First Aid and CPR/AED Certification within six months of employment and a New York City Fire Life Safety Director Certificate of Fitness within one year of employment. Ability to obtain and maintain a FDNY Fire Watch Certificate of Fitness within six months of employment.
- Proficiency using handheld radio, cellular phone, and/or tablet devices, and standard desktop computer applications such as Microsoft Word, Excel, and Outlook.
- Excellent interpersonal skills and experience communicating and working with others in a customer service and/or public safety environment.
- Experience and/or ability to detect security and life safety problems and report information to the appropriate personnel.
- Strong analytical and organizational skills with the ability to multitask and keep track of many different assignments at once.
- Ability to write, speak, and understand English sufficiently to receive and understand detailed information and experience writing detailed reports and correspondence, provide instruction, and communicate information effectively.
- Physically capable of responding quickly and appropriately to emergencies and of standing, sitting, and/or bending knees for extended periods of time to be extremely mobile.
- Flexibility to work outside regularly scheduled work hours (including weekends and holidays) as required, and ability to adapt physically and psychologically to the changing needs and priorities of the Office of Security and Life Safety and the Law School.

## Preferred Qualifications

- Bachelor's degree from an accredited college or university, or two (2) years of relevant work experience in security, law enforcement, military, or emergency management, and 60 college credits.
- New York State Security Guard License and/or New York State Peace Officer License, New York City Fire Life Safety Director Certificate of Fitness, New York City Fire Watch Certificate of Fitness, and First Aid and CPR/AED certification.
- Previous experience working in public safety at a school or college.
- Previous experience training and/or leading/supervising security staff, and experience in taking initiative with little or no supervision.

- Knowledge of emergency management and incident command principles.
- FEMA professional development series (PDS) certificate, ICS-100-200.

## Compensation and Benefits

This position offers an hourly rate of \$29.12 and an annual salary of \$56,784.00. Compensation includes a competitive benefits package.

## How to Apply

Please send a résumé and cover letter, including salary requirements, to Kitty Montanez, Associate Director of Human Resources, at [jobs@nyls.edu](mailto:jobs@nyls.edu).

### About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 20,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

### New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.