



## **VACANCY NOTIFICATION**

### **SAFETY & SECURITY COORDINATOR**

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City campus sits adjacent to a vital light rail station.

Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was a finalist for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the state-of-the-art, award-winning Glen Gabert Library Building.

Under the supervision of the Executive Director of Public Safety, the Safety and Security Coordinator is responsible for supervising the outsourced security guards, investigating incidents, emergency situations, and recommend appropriate actions to Director. The Safety and Security Coordinator will train, discipline, and make recommendations for continuation of employment for all outsourced security personnel. Interacts and communicates with the faculty, staff and students regarding security functions, maintains security reports and records including but not limited to all reported incidents, Campus Security and Crime Statistics Act and keep daily records of the proper functioning of all security equipment including CCTV Camera Systems. Conducts inspections of fire safety equipment and systems to insure compliance with all relevant regulations, conduct fire drills as appropriate. Conduct inspections and audits to insure compliance with OSHA and NFPA Life Safety Code standards and associated record keeping requirements. Perform other duties as assigned by the Executive Director of Public Safety.

As a member of the Public Safety team, the Safety & Security Coordinator proactively, conducts, and assesses and inspects all aspects of campus safety to insure safety, secure and healthy environment for all students, staff and guests.

The duties of the Safety & Security Coordinator include but are not limited to:

- Leadership, oversight, and training of outsourced security staff.
- Conduct investigations of all incidents.
- Analyze pertinent data and make recommendations to the Safety & Security Manager and the Executive Director of Public Safety.
- Respond to and mitigate emergency situations.
- Conduct fire safety inspections and fire drills.
- Coordinate and liaise with police, fire and OEM personnel.
- Provide reports, assessment and data analysis of Safety & Security initiatives.

- Provide support for daily Safety & Security operations and troubleshooting, including conflict resolution and de-escalation of student/staff situations.
- Ensure staff are up to date and trained on new initiatives, programs, and resources.
- Conduct OSHA and NFPA Life Safety Code inspections.
- Develop and maintain OSHA compliant record keeping system.
- Supervise and conduct campus patrols.
- Other duties as assigned.
- Remains flexible in work schedule, including evenings and weekends.

### **Position Requirements**

#### **Required Knowledge, Skills, and Abilities**

Ideal applicant will have knowledge of fire protection equipment and systems, security best practices in an educational environment, de-escalation techniques, NFPA Life Safety and OSHA regulations and record keeping requirements. Must be able to work flexible hours including weekends and have a valid New Jersey driver's license. Proficiency with various computer software programs including Microsoft Office Suite including Access and Excel. Ability to manage multiple complex projects simultaneously.

**To Apply:** Send letter of application with references, resume, and salary requirements via email to:

Safety & Security Coordinator  
E-mail: [resumes@hccc.edu](mailto:resumes@hccc.edu)

For additional information and employment opportunities at HCCC, please visit:

[www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhighered.com](http://www.latinosinhighered.com)

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

**HCCC IS AN EEO/AA EMPLOYER**

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