

*Minnesota State University Moorhead is committed to diversity in its programs and activities, and actively seeks to hire persons who share in that commitment.*

**POSITION:**

Director of Public Safety  
Pending Funding  
Full-time appointment

**CLASSIFICATION AND SALARY:**

Minnesota State University Association of  
Administrative and Service Faculty (MSUAASF)  
Range E \$51,604 - \$89,856  
In accordance with MSUAASF bargaining agreement.

**DATE OF APPOINTMENT:**

January 3, 2011 or as negotiated.

**QUALIFICATIONS AND EXPERIENCE:****Required:**

- Master's Degree or a Bachelor's degree with evidence of successful leadership and supervisory abilities.
- Minimum 7 years law enforcement or security experience, which includes 4 years of supervision.
- Demonstrated ability to interpret local, state and federal criminal and civil laws, along with federal compliance requirements relative to public safety.
- Experience with emergency planning and incident management.
- Evidence of strong communication and organizational skills.
- Experience in advanced investigative procedures.
- Demonstrated ability to work successfully with people of diverse backgrounds, including a sensitivity to their needs and concerns.

**Preferred:**

- Master's degree in Criminal Justice, Social Sciences or Public Administration.
- Current experience in campus police/security or law enforcement.
- Experience with current security and access control technologies.
- Demonstrated experience with budget development and administration.
- Demonstrated experience with staff training programs and on-going professional development for staff.
- Demonstrated ability to work collaboratively with local and regional law enforcement agencies, and with a wide variety of constituents.

**RESPONSIBILITIES:**

- Manage, administer, plan, organize and direct a comprehensive campus public safety/security/emergency management department, including, parking enforcement, security and prevention programs, communications/dispatch, and comprehend legal structure and proceedings, and ensure compliance with federal policy requirements for a university campus.
- On-call supervision during weekends and evenings.
- Investigate and report to the Vice President for Finance and Administration concerning discipline issues related to allegations of crime and violations of law, and University and Minnesota State Colleges and Universities System policies.
- Supervise and manage personnel and direct crisis intervention.
- Serve as incident commander in an emergency situation.
- Serve as liaison with Local Law Enforcement, Student Judicial Affairs, Student Health Services, Counseling Services and, Housing and Residential Life.

**APPLICATION INFORMATION AND DEADLINE:**

Applications must include a letter of interest addressing position qualifications, resume, unofficial transcripts and contact information of five current references able to speak to the candidate's qualifications for the position. Evidence of all current licensures or certifications of law enforcement or security specialties is also required. In addition, the MSUM Standard Application must be signed and submitted by all applicants for consideration. Screening of applications will begin October 29, 2010, and continue until the position is filled. A background check, medical examination and drug screening will be required of the successful candidate. Questions can be directed to: Michelle Malott, Dean, College of Social and Natural Sciences, Minnesota State University Moorhead, MN 56563. Call: (218) 477-2574, Fax: (218) 477-4372, Email: michelle.malott@mnstate.edu

**NOTICE:** In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

See <http://www.mnstate.edu/vacancy/standappform.htm> for a link to the MSUM Standard Application and the Supplemental Personnel Data for Affirmative Action Recruitment forms. The successful candidate must provide official transcripts of all academic work completed and, under U.S. Citizenship and Immigration Services regulations, be able to accept work in the U.S. by the day employment begins.

**APPLY TO:**

Application materials should be submitted electronically to: michelle.malott@mnstate.edu.

• Persons writing letters of reference should be advised of Minnesota's open records law, which allows for letters to be available to applicants upon request.

2010

## THE UNIVERSITY

Our mission: "We are a caring community promising all students the opportunity to discover their passions, the rigor to develop intellectually and the versatility to shape a changing world."

Established in 1887, Minnesota State University Moorhead's 119-acre campus is located in Moorhead, Minnesota, in the heart of the Red River Valley.

MSU Moorhead offers 71 undergraduate majors with 98 different emphases and options, 15 pre-professional studies programs, 12 graduate degree programs, and 10 graduate certificate programs. Included in our majors are 31 areas of teacher licensure preparation. Our professional programs are grounded in the liberal arts, designed to provide a broad base of knowledge and cultural themes.

MSUM enrolls approximately 7,500 students from 46 states and 67 countries. In addition, MSUM is part of the Tri-College University, an educational consortium that includes Concordia College, a private college in Moorhead, and North Dakota State University in adjacent Fargo, North Dakota.

To learn more about MSU Moorhead, please visit the Web site: [www.mnstate.edu](http://www.mnstate.edu)

## THE COMMUNITY

Moorhead, Minn., and Fargo, N.D., are central to a thriving regional center with a population of 186,561 and growing for the Metropolitan Statistical Area (2006 Estimates from the U.S. Census Bureau). Minnesota ranks 7<sup>th</sup> and North Dakota ranks 1<sup>st</sup> on Labor Force Participation Rate (2008). Fargo-Moorhead Average Travel Time to Work is 14.7 minutes. Higher education is a major community enterprise, with more than 25,000 students contributing to an atmosphere rich in arts, culture, sports and social activities. The cities enjoy a major concert venue; university, independent and community theatres; symphony orchestra; jazz concerts; annual film festival; civic opera; art galleries and museums; and numerous family attractions and events.

Moorhead public schools serve 5,452 students in an area recognized for superior student academic achievement and far-reaching extracurricular activities. Moorhead schools are all new or totally remodeled. For the past 15 years, Fargo public schools have earned the **What Parents Want Award** from SchoolMatch. Fargo schools ranked in the top 16 percent in the nation (Gold Medal) in a 2006 report published by *Expansion Management* magazine. Fargo-Moorhead was named the **third best place in the nation to raise kids** by *Children's Health* magazine in 2009.

Hector International Airport is served by Allegiant Air, American Eagle, Delta Air Lines and United Express and provides non-stop jet service to/from Chicago, Denver, Las Vegas, Los Angeles, Minneapolis, Orlando-Sanford, Phoenix-Mesa and Salt Lake City.

The Fargo-Moorhead community is ranked among the best places in the country to live, work, attend school and conduct business. Recent community accolades:

- Ranked 15<sup>th</sup> **Best College Town in America**. (*American Institute for Economic Research*, College Destinations Index, 2009-10)
- Named **America's Cleanest City**. (American Lung Association's State of the Air: April 2010 report)
- Named **9<sup>th</sup> Best Small Metro in Best Places for Business and Careers**. (*Forbes* annual ranking, April 2010)
- Named **one of the most bike-friendly metros in the U.S.** (*Bicycling Magazine's* Top 50 Communities, April 2010)
- Named the **3<sup>rd</sup> Best Small Metro Area for Small Business Start Ups**. (CNNMoney.com, October 2009)
- Listed as the **Most Secure Mid-Size U.S. City**. (Sperling's Best Places, January 2010)

- Placed 1<sup>st</sup> on CNN's **10 Best Places for Jobs**. (CNNMoney.com, December 2009)
- Placed 15<sup>th</sup> on the **Best U.S. Cities for Job Growth**. (NewGeography.com, April 2009)
- Listed in the **Top 100 Best Small Cities in the Nation**. (*Money* magazine, July 2008)
- Named the 5<sup>th</sup> **Healthiest Place to Live and Retire in America**. (*ADRP* magazine, July 2008)
- Ranked 7<sup>th</sup> on the **30 Best Markets to Find a Job**. (MSN.com and CareerBuilder.com, October 2008)
- Minnesota ranked second and North Dakota ranked seventh in the nation for Children's Well Being. (*Kid's Count* Data Book, July 2009)
- North Dakota led the country in job growth (1.6%), construction job growth (5.2%) and the lowest unemployment rate (4.2%) in 2009. (*Phoenix Business Journal*, August 2009)

## NINE-MONTH FACULTY APPOINTMENTS

Along with all other Universities that are part of the Minnesota State Colleges and Universities System, standard faculty appointments are for 168 duty days distributed over any nine consecutive months. The nine months need not align with the traditional academic year and may be changed every two years. Initial faculty appointments at MSU Moorhead are expected to be similar to or the same as the academic year unless otherwise indicated on the vacancy notice.

## NONDISCRIMINATION

Minnesota State University Moorhead is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by the law is prohibited. Inquiries regarding compliance should be referred to Barb Seiler, Affirmative Action Officer/Title IX Coordinator, Hendrix Health Center 102, 218.477.2229 (Voice).

## REQUEST FOR REASONABLE ACCOMMODATION

It is the policy of Minnesota State Colleges and Universities to provide reasonable accommodations to job applicants with disabilities when such accommodations are directly related to competing for a job on an equal basis.

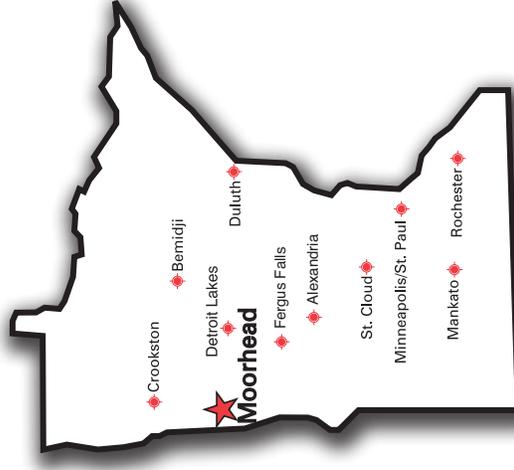
Applicants having special needs which require accommodation should contact Ilene Trittin-Anderson, Personnel Officer Senior, Owens 214, Minnesota State University Moorhead, Moorhead, Minnesota 56563, 218.477.2067 (Voice). For TTY communications, contact the Minnesota Relay Service at 1.800.627.3529.

## AVAILABILITY OF MINNESOTA STATE UNIVERSITY MOORHEAD ANNUAL CRIME REPORT

Minnesota State University Moorhead Annual Security Report is directly available at: <http://www.mnstate.edu/security/annualcrime.cfm> or through our website at: <http://www.mnstate.edu/security>. All prospective students, employees, and visitors are encouraged to familiarize themselves with the information and policies contained in the report.

The report contains statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Minnesota State University Moorhead; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. Inquiries can be directed to the MSUM Department of Public Safety at 218.477.2449 (Voice).

# Vacancy Notice



A member of the Minnesota State Colleges & Universities System

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