

# Notice of Vacancy

<b>Position title:</b>	Assistant Vice President for Safety and Risk Management
<b>Salary:</b>	Commensurate with qualifications and experience.
<b>Date of appointment:</b>	May 1, 2014
<b>Description:</b>	<p>Reporting to the Vice President for Finance and Administration, the position of Assistant Vice President for Safety and Risk Management has overall leadership responsibility for assigning and controlling the flow of work, managing operating and capital fiscal resources, hiring, training and monitoring performance of employees, students and third party service providers associated with security, emergency management, environmental health and occupational safety, risk management, and -vehicular and pedestrian traffic flow/parking. The incumbent is accountable for the development of strategic plans and comprehensive initiatives for the management of risk in the above areas with additional consideration directed at international study abroad sites and activities.</p> <p>This person will serve as the University's primary contact with local, state and federal emergency (e.g. law enforcement, fire safety, emergency management) response agencies in matters of criminal and non-criminal activity or threats of harm to our community.</p> <p>This position involves significant discretion and involvement in the development, interpretation and implementation of strategy, policies and procedures relevant to the University and its Departments of Public Safety, Emergency Preparedness, Environmental Safety and Risk Management.</p>
<b>Responsibilities:</b>	<ol style="list-style-type: none"><li><b>1. Comprehensive Planning.</b> Develop and administer resources focused on comprehensive, strategic plans promoting a safe learning and working environment for students, guests, faculty and staff. Identify departmental needs, develop policies and procedures, and assist with investigations, documentation, and reporting as needed.</li><li><b>2. Training and Compliance.</b> Lead the development of strategies to support informed decision making in regard to the planning, organizing and directing of training all faculty, staff, and students across the institution in work-safety, crime prevention, loss control, emergency procedures, personal safety and pertinent compliance requirements associated with the aforementioned areas.<ol style="list-style-type: none"><li><b>a.</b> Develop and implement policies, procedures and monitoring and documentation protocols to ensure the effectiveness of safety and regulatory standards and programs.</li><li><b>b.</b> Identify need, work with IT Department to procure, and ensure on-going effectiveness of safety and security systems such as locks, fire and security alarms, card and other access systems, cameras, and other related technology.</li></ol></li><li><b>3. Public Safety.</b> Oversee the Public Safety Department's safety and security activities and programs on all campuses and within the greater community. Illustrations include, but are not limited to:</li></ol>

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- a. Assure detail, accuracy and timeliness of annually [federally] required and campus administration requested statistical and logistical reporting of crime statistics [e.g. “Jeanne Clery Annual Security/and Fire Report].
  - b. Review departmental data regarding quantity and quality of services (e.g. escorts, vehicle jump-starts) provided.
  - c. Monitor the on-going collaboration of personnel from the University’s Public Safety Department and the City of St. Cloud’s Police Department as they address the intent and activities relevant to the Memorandum of Understanding (MOU) initiated July 2013 to support safety and security both on-campus and in the greater University-Neighborhood community.
4. **Emergency Planning.** Coordinate and oversee continued development of all aspects (e.g. emergency response, continuity of operations) of the University’s All Hazards Plan (including attachments, addendums, etc.). Illustrations of such activities will include:
- a. Identify University, municipal, and community stakeholders and their individual/departmental roles in the program.
  - b. Establish and maintain policies, procedures, resources, and training programs to assist the University and its members’ ensure continuity of operations through the return to functionality during all stages of a recovery from an emergency or crisis.
  - c. Maintain working knowledge of the National Incident Management System (NIMS) and confirm establishment and continued maintenance of Incident Command System (ICS) assignments and responsibilities to appropriate positions/employees of the University.
5. **Occupational Health and Safety.** Provide administrative leadership and oversight of a comprehensive environmental health and safety program, including the University Safety Committee. Maintain compliance with federal, state and local occupational health and safety regulations and standards, e.g. OSHA, Haz-Mat, EPA, Fire.
- a. Coordinate with Human resources in reducing work injuries and ensure remediation of environmental situations (e.g. ergonomics).
6. **Risk Management.** Develop overall plan and programs that identify and monitor risk exposures. Partnering with the AVP, Finance, oversee and recommend appropriate risk management and mitigation controls for property, casualty, and non-employee benefit insurance requirements, including the development and monitoring of associated procedures. Partner with University groups and other campus programs to manage risks during student and/or other public events and activities.
7. **Communications.** Ensure existence and use of appropriate communication methods (including social networking and other emerging media) to develop and maintain contact with students, employees and external partners so as to raise awareness of and participation in the University’s safety and security, occupational safety and emergency preparedness and response programs.
- a. Develop and maintain a multiple-faceted emergency notification system (e.g. internal, external, personal) by use of multiple forms of communication (e.g.

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- internet, cell phone, hard copy.)
- b. Monitor appropriate integration of involvement in communication-related matters among such departments as Public Safety, Emergency Management and Occupational Safety, University Communications, Information Technology.
8. **International Travel.** Oversee programs promoting the safety and security of students, faculty and staff participating in the University's travel abroad and education abroad programs and for international students attending St. Cloud State University.
- a. In conjunction with University's Center for International Studies, ensure effective, sustainable pre-departure personal safety programming for all students, faculty and staff involved in University-related international travel.
  - b. Maintain personal safety and community security presentations by the University's Public Safety Department and the City of St. Cloud Police Department to all international students upon their arrival on-campus.
  - c. Support on-going security/safety monitoring of domestic locations to which students and employees travel on University related business.
9. **Parking and vehicular flow.** Provide administrative oversight of the assessment and management of campus transportation and parking needs, develop appropriate policies and plans. Oversee revenue generation and policy enforcement.
10. **Other duties as assigned.**

**FOR MnSCU ADMIN:**

\*Employment for this position is covered by the MnSCU (Minnesota State Colleges and Universities) Personnel Plan for Administrators which can be found at:

[http://www.hr.mnscu.edu/contract\\_plans/documents/Admin\\_Plan\\_11\\_13\\_final.pdf](http://www.hr.mnscu.edu/contract_plans/documents/Admin_Plan_11_13_final.pdf)

**Qualifications  
and experience:**

**Required:**

**Education:** Master's degree in related field.

**Professional Licensure/Certification:** Have a broad exposure and relevant certifications in one or more of the following: safety, security, crisis management, protective service, law enforcement, emergency medical and first responder services, emergency management, health and safety, and environmental compliance, or related areas.

**Type and Length of Experience:** Five (5) years of related experience. Demonstrated familiarity with the environment and culture of institutions of higher education, preferably in a university setting. A minimum of five years of progressively responsible senior leadership experience required.

- Knowledge of compliance standards and regulators in higher education: Clery Act, FERPA, HIPPA, Title IX, Campus SaVe Act, etc.
- Demonstrated success with facilitating and coordinating partnerships among diverse groups; Previous success with leading teams and making decisions by fostering collaboration, gathering stakeholder input, and building consensus to include and persuade people who are not in a direct line of control.
- Comfortable working in a large and complex organization (including government,

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corporate or academic entities) in which coordinating and cooperating with multiple peer-level departments or offices is necessary.

- Ability to maintain effective and professional working relationships with supervisor, peer-level departments or offices, and subordinates.
- Experience with strategic planning, program implementation and success in setting and meeting goals and budgets.
- Evidence of the ability to work with persons from culturally diverse backgrounds.

## **Preferred:**

- Ten (10) years of related experience.
- Evidence of success with working collaboratively with local, regional, state or federal agencies.
- Possess established relationships at management and operational levels of local and state government agencies as well as non-governmental organizations relevant to safety and security functions.
- Proven ability to engage outside agencies, jurisdictions, community groups and other public safety partners in collaborative planning and coordination around a culture of safety and security.
- Demonstrated successful management of organizational change and leading organizations through transitions.
- Written and oral communication skills, including preparing and leading discussions and presentations with varied audiences.
- Positive, motivational leader and mentor to staff, students, and partners.
- Exercises good judgment in evaluating situations and making decisions in a high-stress and dynamic environment.
- Willing and able to live within a fixed radius of the University proper – as determined by University administration – with ready access to the University in the event of emergencies during the term of employment.

## **Application Procedures:**

To apply for this position, please continue the process at:

<http://agency.governmentjobs.com/stcloudstate/default.cfm>

Application Review begins \_\_\_\_\_; position is open until filled.

Only complete applications will be considered. A complete application will include the following:

- Cover Letter
- Resume
- Contact information for three (3) current, professional references
- Copies of Transcript(s) (undergraduate/graduate/PhD); if advanced to finalist, official transcripts will be required.

## **Contact Information:**

Jerry Bulisco, Search Committee Chair  
Associate Dean of Students

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Phone: (320) 308-3111

E-mail: [gbulisco@stcloudstate.edu](mailto:gbulisco@stcloudstate.edu)

St. Cloud State University is committed to excellence and actively supports cultural diversity. To promote this endeavor, we invite individuals who contribute to such diversity to apply, including minorities, women, LGBT, persons with disabilities and veterans. St. Cloud State University is a member of Minnesota State Colleges and Universities System.