

Position Description

Title:	Assistant Director of Campus Safety and Security
Department:	Facilities and Campus Safety
Reports To:	Associate Vice President for Facilities and Campus Safety
Supervises:	Contracted Security Officers and Supervisors
Internal Contacts:	Students, Faculty, and Staff
External Contacts:	Contractors, Vendors, Concertgoers, State and City Agencies, others as required
Employment Status:	Full-time, Exempt
Salary Range:	\$75,000-\$80,000

Position Summary:

The Assistant Director of Campus Safety and Security is a new position responsible for providing day-to-day leadership over campus safety operations at Manhattan School of Music. Reporting to the Associate Vice President for Facilities and Campus Safety, the Assistant Director supervises a contracted security guard force and serves as MSM's primary operational liaison with the security vendor. The role encompasses policy development, incident response and investigation, security technology oversight, emergency preparedness, event security coordination, and community safety education. The Assistant Director also supports MSM's compliance with the Clery Act and other applicable regulations. The ideal candidate brings hands-on experience managing security officers in a fast-paced urban environment, sound judgment under pressure, and the ability to communicate effectively with a diverse campus community of students, faculty, staff, and the public.

Domains:

- Develop, implement, and maintain campus safety policies and procedures.
- Supervise and train contracted security officers and supervisors.
- Serve as primary contact for MSM's security contractor, review invoices, and ensure vendor compliance with contract terms.
- Coordinate training programs for students, faculty, and staff including safety awareness, and CPR/First Aid/AED certification.
- Conduct regular assessments and inspections throughout campus to identify vulnerabilities and recommend improvements.
- Coordinate security staffing and event coverage for performances, special events, and other campus activities.
- Coordinate security team response to emergencies and other incidents.
- Investigate security incidents on and around MSM's campus, ensuring quality documentation.
- Serve as a member of MSM's Emergency Response Team.

- Prepare and issue timely warnings as directed, assist with crime log maintenance, and contribute to the review and annual update of MSM's Annual Security Report.
- Oversee day-to-day administration of access control and physical security systems including cameras, card access, and key management.
- Coordinate with local law enforcement and other external agencies.
- Ensure compliance with relevant regulations, laws, and standards.

Job Requirements:

- Associate Degree with relevant experience is required.
- 4+ years of progressively responsible experience in campus safety, security operations, public safety, or related field.
- Demonstrated experience with incident response, investigations, and report writing.
- Experience with CCTV, access control, alarm monitoring, and key control systems.
- Experience managing third-party security staff strongly preferred.
- Proficiency with Microsoft Office including Word, Excel, Teams, and PowerPoint.
- Ability to maintain a high level of confidentiality and exercise discretion when handling sensitive information.
- Strong judgment, communication, customer service, and de-escalation skills.
- Ability to respond after hours to emergencies, including nights and weekends.

Contact Information:

Send letter of application and résumé including three references to:

Bryan Greaney
Associate Vice President of Facilities and Campus Safety
facilitiesjobs@msmnyc.edu

No phone calls, please.

Manhattan School of Music is committed to maintaining an environment that is free from discrimination, harassment, and retaliation. Accordingly, Manhattan School of Music ("MSM" or "the School") prohibits discrimination and harassment based on age, actual or perceived race (including traits historically associated with race), color, creed, ethnic origin, national origin, alienage or citizenship status, disability, religion, sex (including sexual harassment), gender (including actual or perceived sex, gender identity and gender expression including a person's actual or perceived gender-related self-image, appearance, behavior, expression, or other gender-related characteristic, regardless of the sex assigned to that person at birth), actual or perceived height or weight, sexual orientation, marital or partnership status, military or veteran status, predisposing genetic characteristics, unemployment status, pregnancy, familial status, caregiver status, sexual and reproductive health decisions, prior criminal convictions, or status as a victim or witness of domestic violence, sex offenses, or stalking, or on any other legally protected basis.