**Job Title:** Assistant Vice President: Department of Public Safety

**Job Summary**  
Saint Louis University is seeking a dynamic and innovative individual with a strong administrative, collaborative and student-focused background to serve as the Assistant Vice President for the Department of Public Safety (AVP). Consonant with the University's mission, the Assistant Vice President will provide comprehensive, dedicated leadership to ensure a safe, secure, and inclusive living, learning, and working environment on campus, while also consistently building relationships and collaborating with students, faculty, and staff in support of a positive campus experience for all members of a diverse and learning-focused community. Reporting to the Vice President for Student Development, the AVP will serve as a member of the Student Development Leadership Team as well as the Provost's Leadership Team.

The Assistant Vice President must have a deep commitment to and track record of success related to diversity, equity, inclusion, and social justice, having effectively infused these values into the ethos of their previous organizations. The AVP must be knowledgeable about and prepared to implement current and emerging best-practices in the field of public safety; prioritize prevention and community caretaking; and utilize procedural justice initiatives to ensure organizational impartiality, transparency, fairness, respect, and dignity.

The Assistant Vice President provides leadership and guidance in times of crisis, conflict, and other challenges regarding overall safety on an urban campus located in the heart of St. Louis, Missouri. The AVP serves as the University's representative with external law enforcement agencies, neighborhood security associations, and other external entities on general public safety and emergency response issues; represents the department with internal constituencies, including the Board of Trustees, the Office of the President, and student leadership; and manages the daily operations of the Department of Public Safety. The Assistant Vice President develops and implements the University's Emergency Operation Plan; oversees the Campus Incident Management Team; assures regulatory compliance; provides the necessary training and professional development of department personnel; and represents the department to the University and external community in achieving the goals of Saint Louis University.

**Specific Responsibilities**

The Assistant Vice President for the Department of Public Safety will:

Plan, organize, and direct security and emergency-response activities;

Develop and implement policies and procedures to ensure program effectiveness and alignment with University mission, values, and priorities;

Test personnel utilization against the budgeted personnel-hours base;

Serve as the representative for the Department of Public Safety on University committees;

Develop collaborative relationships across the University with students, faculty and staff;

Work in conjunction with the DPS Leadership Team to analyze crime trends and incident reports, developing program utilizations of person power to offset the trends;

Direct the maintenance of University crime statistics, including the timely compiling and filing of required reports with regulatory agencies;

Act as the responsible authority for the department in emergency-response situations, and issue crime and emergency alerts as appropriate;

Lead University-wide emergency-response efforts, including training of department and campus personnel;

Provide strong leadership and supervision to the Department of Public Safety, ensuring recruitment of a diverse, well-qualified, and highly talented staff;

Provide consistent, comprehensive, and continual training opportunities for departmental staff;

Devise and participate in risk assessment activities;

Oversee and direct University investigations;

Manage budgets and administer other resources effectively;

Propose and implement changes as necessary to enhance service and efficiency across the department;

Perform other duties as assigned.

**Qualifications**

The Assistant Vice President for the Department of Public Safety will possess the following minimum experiences and qualifications:

Bachelor's degree, or more than ten years of professional experience in a related field; experience in the field of public safety, law enforcement, or community engagement; and at least five years of senior management experience in a law enforcement setting;

Familiarity with, and support of, the mission and values of Saint Louis University;

Demonstrated outstanding interpersonal skills, communication skills, and a strong ability to work collaboratively;

Experience and skill in conflict resolution and creative problem solving, utilizing innovative and contemporary practices;

A commitment and demonstrated track record of success related to diversity, equity, inclusion, and social justice;

Knowledge of emergency management procedures, practices, and regulations;

Demonstrated success in recruiting, retaining, and leading diverse and complex organizations;

City of St. Louis Watchmen Division licensure, or the ability to acquire this licensure within three months of employment.

Training in and proficiency using trauma-informed care to support individuals and communities.

**Preferred experiences and qualifications include:**

Master's degree, ten years of professional experience, and a least five years of senior management experience;

Previous experience working in higher education, ideally at an institution in an urban setting;

Demonstrated understanding of college student well-being;

Experience with program evaluation and assessment;

Previous experience developing relationships with diverse constituencies on a college campus.

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