**Dartmouth College**

**Associate Director, Department of Safety & Security and Emergency Operations**

Founded in 1769, Dartmouth College is a member of the Ivy League and consistently ranks among the world’s greatest academic institutions. As an R1 institution with high research activity, Dartmouth has forged a singular identity for combining its deep commitment to outstanding undergraduate liberal arts and graduate education with distinguished research and scholarship in the Arts and Sciences and its four leading graduate schools—the Geisel School of Medicine, the Guarini School of Graduate and Advanced Studies, Thayer School of Engineering, and the Tuck School of Business. The College serves 6,761 students and encompasses over 161 administrative, academic, residential, and athletic buildings. With its quarter-term academic calendar, Dartmouth’s highly residential 269-acre main campus remains a very active 24/7 environment year-round. The College is located in the small town of Hanover, New Hampshire, judged one of the best places to live due to its strong sense of community, rich cultural life, and regional resources that include major teaching hospitals, a burgeoning high-tech sector with global connections, and extensive recreational opportunities. Influenced by its distinctive New England setting and heritage, Dartmouth embodies a pioneering commitment to “making a difference” in a community whose members work together to create knowledge, connect to the world, and further their sense of identity and direction.

**The Position**

Reporting to the director of the department of safety and security and emergency operations, the associate director supports the director in the leadership and management of the department and works directly with all activities associated with the department’s day-to-day and long-range operations and goals. The associate director will serve as the administrator in charge in the director’s absence and keep the director informed about daily operations and incidents. Further, the associate director is the accreditation manager tasked with advancing the department’s accreditation efforts. The associate director will partner with the director in supporting and promoting the department’s customer service tone, including addressing the needs of a diverse community, and promoting the department’s posture of supporting educational opportunities, where wellness, safety, and security, not enforcement, are at the forefront of all the department’s services.

This position requires extended work hours, re-call for emergencies and other critical situations, and on-call twenty-four hours a day upon assignment. The associate director oversees the investigations and operations managers, and leads the department’s crime prevention efforts and the implementation of safety standards for campus physical security, access control, and crime prevention through environmental design (CPTED).

**Qualifications**

The successful candidate will hold a bachelor’s in criminal justice, emergency management, or a related field (an advanced degree is preferred) with eight years of relevant security or law enforcement experience in higher education, preferably in a non-commissioned/ non-sworn setting and at least five years at a managerial or command level position in a unionized environment. The next associate director will have broad experience developing department directives (manual, policies, standard operating procedure, operations orders, etc.) and developing and implementing safety and security training programs. Experience with accreditation, preferably under IACLEA standards, and extensive and varied experience in higher education, particularly in campus safety, campus security, or similar area of responsibility, are required. The successful candidate will have experience researching and implementing software systems and applications for operational and administrative purposes (i.e., scheduling, records systems, emergency mass notification, safety apps, etc.) and a demonstrated commitment to diversity, inclusion, and cultural competency through actions, interactions, and communications with others, and a dedication to diversity and to serving the needs of a diverse campus population.

The associate director will have strong leadership and management skills; excellent written communications, public speaking, and people skills; be Innovative, creative, imaginative, flexible, and resourceful; and have a familiarity with PMAM, PowerDMS, or other accreditation management system, and highly proficient with computer applications, including the Microsoft Office Suite. Demonstrated organizational, analytical, strategic thinking, and persuasion abilities, as well as the ability to design and conduct evaluations of programs and organizations, are all required qualifications. The associate director must be a team player and supportive collaborator, able to interact and communicate effectively and collegially with a wide range of constituents, including colleagues, faculty, administrators, students, and staff; have knowledge of laws, regulations, and policies (Clery, FERPA, HIPPA, VAWA, Title IX, etc.) related to safety and security in higher education; and familiarity with and awareness of best practices and national trends related to safety/security and legal issues impacting higher education.

**Application Process**

Review of applications will begin on April 24, 2024, and continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at https://apptrkr.com/5136575. Nominations for this position may be emailed to Heather J. Larabee at hjl@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895 or email info@spelmanjohnson.com.

New Hampshire is a state that does not require public salary disclosure. For more information, please contact Heather J. Larabee.

**Visit the Dartmouth College website at C:\Users\hjl.SPELMANANDJOHNS\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\Y7Z1410U**

**Dartmouth College is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.**