TITLE OF POSITION: Assistant Operations Manager

DEPARTMENT: Public Safety

RESPONSIBILITIES:
- Position reports to the Operations Manager in the Public Safety Department
- Review all incident reports on a daily basis and advise the RH Director and/or AVP of any crime patterns detected, banned persons, emotional, domestic or disciplinary problems and any on and off campus events that may affect the University community. Prepare security alerts, if necessary
- Along with the RH Director, evaluate the deployment of personnel and recommend additional resources or redeployment, if necessary
- Prepare budget; prepare monthly / quarterly / annual reports for the department
- Prepare the Annual Security and Fire Safety Report
- Prepare statistical crime report for Annual President’s Advisory Committee meeting; report these statistics to the U.S. Dept. of Education annually
- Prepare plans for all major campus events; Freshman Move-In, Homecoming, Spring Weekend, Commencement and Jubilee

QUALIFICATIONS:
- Candidate must have two years plus of experience in federal, state or local law enforcement; preferably at a supervisory level
- Bachelor’s degree preferred, however, demonstrated accomplishments in prior law enforcement agency will be considered

SALARY: Commensurate with experience

STARTING DATE: ASAP

Email Cover Letter and CV to: John F. Carroll, Associate Vice President; jcarroll@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories