

HARRIS-STOWE STATE UNIVERSITY  
Position Vacancy Notice

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**Director of Public Safety and Institutional Security**

Harris-Stowe State University is seeking applications and recommendations for its position of Director of Public Safety and Institutional Security. The incumbent, when selected, will be a member of the University's administrative staff and will report directly to the University's Assistant Vice President for Business and Financial Affairs.

**General Duties and Responsibilities:** The Director is responsible for the safety of all persons who are present, at any time, on the University campus and of all property belonging to this institution. To meet this responsibility, the Director is required to perform the following duties, among others: (1) assist in the formulation of the policies and regulations which the Public Safety and Institutional Security Department is required to implement and oversee such implementation; (2) assign public safety officers to their various duties in accordance with duty schedules; (3) oversee the conduct of all investigations that relate to public safety and institutional security matters; and (4) ensure that the standards of practice and reporting relating to public safety and institutional security are in compliance with State and Federal regulations, that is, of EPA, OSHA, ADA, NFPA, BOCA, and SARA. In the exercise of these and other duties, the Director of Public Safety and Institutional Security must maintain a working relationship with City, State, and Federal law-enforcement agencies.

**Required Qualifications:** The successful applicant must meet the following qualifications: (1) have at least an earned baccalaureate degree, desirably in criminal justice or a field related thereto; (2) have had at least five (5) years of experience in law-enforcement duties – as a police officer; and (3) have had at least three (3) years of experience as a commissioned officer on an urban police department.

**Salary and Employee Benefits:** Salary is commensurate with the applicant's years of service and positions formerly held. As a full-time employee of the University, the successful applicant will receive a full-range of employee benefits, including paid vacation, health insurance coverage, and many others, the details of which can be obtained by going to [www.hssu.edu](http://www.hssu.edu).

**Application Procedure:** Submit a Letter of Application and resume which provides information relating to the required qualifications identified above and which includes the names, addresses, and telephone numbers of three persons of reference who can speak to the applicant's performance in public safety or police work. The applicant must also authorize the concerned colleges or universities to send an official copy of his or her transcript to the University's Office of Human Resources. All letters of application or of recommendations and other documents should be sent to:

Harris-Stowe State University  
Department of Human Resources  
3026 Laclede Avenue  
St. Louis, MO 63103  
Fax: 314/340-3395

**Applications will continue to be accepted until the position is filled.**

Application for Employment may be downloaded off our web site [www.hssu.edu](http://www.hssu.edu)

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