



Title: Manager of Campus Safety, Security, and Clery

Date: January 2024

FLSA Status: Exempt – Full-time, 12-month position

Salary Range: \$44,000 - \$46,000 per year

Reports to: Director of Physical Plant and Security

Job Summary: Provides leadership and training to campus community in the area of safety, health, and compliance with Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and other state and federal laws and regulations as assigned. This position will supervise campus security personnel and will report directly to the Vice President of Student Life. The position will work closely with the President's office, keeping the President apprised of the status of open investigations and of the College's progress related to compliance requirements and deadlines. The position will assist the Vice President for Student Life, Human Resources, Athletics, and other offices to effect compliance with Title IX and the Clery Act, as well as related laws and guidance affecting each department. The position shall be responsible for assisting in the reviewing, investigating, and resolving reports of sex discrimination (which includes sexual and gender-based harassment and violence) and stalking and relationship violence (in conjunction with Human Resources, where a party to the complaint is an employee); coordinating required education and training programs; preparing and disseminating the College's Annual Security and Fire Safety Report; and compiling and submitting mandatory reports to external reporting bodies. Cottey seeks a candidate whose experience and expertise will contribute to the College's commitment to diversity and inclusiveness.

Duties and Responsibilities

- Assist with the College's review, investigation, and resolution of all crime reports to include those of sex discrimination, stalking, and relationship violence for faculty, staff, and students.
- Monitor campus climate regarding sex discrimination, stalking, and relationship violence.
 - Track reports of sex discrimination, stalking and relationship violence.
 - In collaboration with the Office of Institutional Research, create or select appropriate campus climate surveys compliant with federal regulations, and implement the administration of all related surveys periodically as required and/or needed.
- Develop, manage, and coordinate required education and training programs for faculty, staff and students related to Title IX, the Clery Act, campus safety, and other relevant laws and regulations; keeping detailed records of training presented, and attendance at each session.



- As a Deputy Title IX Coordinator, assist with the development and coordinate required annual training for individuals involved with the investigation and resolution of complaints of sex discrimination, stalking, or relationship violence against students.
 - Manage and administer training programs for the offices required to prepare and verify compliance.
 - Develop and coordinate a compliance orientation and rules education program for new staff members who are hired in the offices subjected to the regulations.
 - Develop a system for disseminating information on current rule interpretations that affect those offices subject to the regulations.
- Reviews chemicals and substances maintained on Campus (Academic & Physical Plant) and respective Material Safety Data Sheets.
- Keeps abreast of all federal, state, and OSHA regulations regarding employer responsibility in health and safety issues to assure compliance.
- Recommends procedures, equipment, and facility maintenance to assure a healthy and safe environment.
- Draft policies and procedures to ensure compliance with law and regulations.
- Develop and implement a comprehensive compliance database to assist each office with monitoring and reporting of compliance-related information.
- Prepare and disseminate the College's Annual Security & Fire Safety Report.
 - Identify Campus Security Authorities (CSAs) and annually notify CSAs of reporting obligations.
 - Identify Clery geography and coordinate requests for crime statistics from law enforcement agencies local, state, and international.
 - Review and, where appropriate, suggest revisions to departmental policies, procedures, and programs to ensure compliance.
 - Work closely with the Student Conduct Administrator to ensure Clery Act compliance.
 - Complete the yearly report to the Department of Education, reporting on crimes identified within our Clery geography.
- Compile and submit mandatory reports to external reporting bodies on behalf of the College pertaining to those regulations for which the position has been assigned responsibility.
- Serve on committees including Chairing the Safety Committee and serving on the Cottey Outreach and Response Team (CORT).
- Supervise security officers to include.
 - Scheduling and submitting pay records using Jenzabar
 - Reading daily reports and addressing activity as needed
 - Approving leaves & monitoring hours
 - Working shifts when coverage is not scheduled.
 - On call 24/7 for emergency contact & support.



- Conduct monthly security meetings to include training, disseminating information, addressing areas of concern, scheduled activities, status updates, and events.
- Confirming the submitting (for maintenance related requests) and fulfilling of work orders by and to the attention of security.
- Monitor and assist with the delivery of packages.
- Monitor and assist with the weekend shuttle runs to Walmart.
- Assisting with the dispatching, return, and refueling of Cottey vehicles, as needed.
- Develop, manage, and conduct a yearly disaster emergency exercise
- Monitor and manage security systems on Campus
- Assist with the maintenance and operations of safety related systems.
- Respond and coordinate response to criminal activity that is or could impact the operations of the College.
 - Identify suspicious activity and determine, through contact, questioning, review of video system, or access records if there is a crime.
 - Report identified crimes to the appropriate office, supervisor, administrator, or law enforcement agency based on the severity and types in accordance with current policy.
 - Assist with criminal investigations as needed.
- Manage the records and the issue of parking permits
- Assist with the implementation of Cottey's emergency notification system.
- Provide back-up support for various departments.
 - Assist with background checks on potential employees in the absence of the Director of Human Resources.
 - Assist in providing emergency contact through "WhatsApp" with students studying abroad in the absence of the international student support coordinator.

Knowledge, Skills, and Abilities

- Knowledge of modern office methods and procedures, equipment and filing systems.
- Knowledge of safety, security, legal, and related industry standards.
- Must possess excellent use of the English language.
- Knowledge of computers and Microsoft Word, Excel, and Access software.
- Knowledge of record keeping principles and procedures, scheduling, and training.
- Experience in a mechanical work setting and experience with safety practices within a commercial/institutional setting.
- Ability to perform responsible work requiring independent judgment with speed and accuracy.
- Must exhibit good interpersonal skills.



- Ability to learn, interpret and apply organization policies, laws, rules, and regulations.
- Ability to communicate effectively with all segments of the community.

Credentials and Experience

- Bachelor's degree preferred.
- 4 - 7years' experience in health, security, and safety-related work including two years in a training or supervisory capacity.
- Experience in higher education, direct Title IX or Clery Act compliance, and investigatory experience preferred.

Special Requirements

- Class E (or higher) license