

Special Assistant to the Chief Safety Officer (PRN34837B)

Safety is a top priority for the University of Utah. The Chief Safety Officer (CSO) is the Director of Public Safety responsible for overseeing the University of Public Safety, which includes the following operational divisions: University Police, Campus Security, UHealth Security, Emergency Management, Community Services, Emergency Communications, and the central administrative Office of the CSO.

Safety looks and feels different to each person, and the Department of Public Safety (DPS) is committed to working with the community to foster a safe environment where all individuals feel empowered and equipped to succeed in their work, education, and other business with the university. As such, it is important that all staff stay aware of, and demonstrate support for, issues related to safety, equity, diversity, and inclusion, both locally and nationally.

More at: www.safety.utah.edu, www.diversity.utah.edu

The Special Assistant to the Chief Safety Officer will report to the CSO and serve as primary liaison and source of coordination for DPS as it relates to community engagement and safety. The University of Utah culture places a high value on relationships, and as such the Special Assistant will assist the CSO in articulating a comprehensive community engagement philosophy that engages the campus and surrounding community, reinforces the public safety team's role as collaborators, and instills these values throughout the Department. While community engagement has long been a standard at The U, a reorganized Department of Public Safety (DPS) is operating in a way that thoughtfully engages campus stakeholders and also includes DPS staff as future needs and steps are discussed, ensuring the process is transparent and collaborative. The Special Assistant will work collaboratively to identify baseline measurements, evaluate efforts, make recommendations, manage processes, and establish an accountability framework by which the institution can measure itself and track progress toward its goals. This position serves as the primary source of coordination for the Office of the CSO regarding campus climate related to safety and inclusion.

The Special Assistant will work closely with the CSO on priority safety issues impacting all members of the community. The Special Assistant will work collaboratively with the Department of Public Safety's Police, Security and other campus partners, including Student Affairs, Human Resources, Faculty Affairs, the Office of Equal Opportunity and Affirmative Action, Housing and Residential Education and Health, among others. The Special Assistant will work directly with these partners on reported threat cases. The Special Assistant will develop a system and work to educate the community of behaviors of concern and the reporting process. The Special Assistant may be contacted for emergencies after hours and on weekends.

The Department of Public Safety, Student Affairs, Equity, Diversity, and Inclusion are deeply committed to enhancing the success of diverse faculty, students, and staff, as part of our broader goal to enrich the educational experiences and success of all members of our university community. The Special Assistant will establish themselves as a campus leader supporting, understanding, embracing, and advancing these commitments. Additionally, the Special Assistant will share a direct relationship with the Office of the Vice President for Equity, Diversity, and Inclusion (VPEDI) and the Vice President for Student Affairs (VPSA). This partnership will directly connect the offices in a shared safety mission. The Special Assistant

will be expected to exemplify a culture of collaboration and partnering, as well as clear and transparent communication, across campus for maximum effectiveness. It is crucial that the Special Assistant reaches out to all students, faculty and staff constituencies to build solid and mutually beneficial relationships that foster ongoing positive interactions, support CSO, VPEDI and VPSA initiatives, and act as a conduit for the DPS in all instances. These connections are essential in order to advise the CSO on community issues, assess the needs of constituents, provide exceptional programs and services for the campus community, and ensure that DPS is known for its inclusive approach.

This is an appointed position and serves at the pleasure of the Chief Safety Officer/Director of Public Safety.

University of Utah Job ID# PRN34837B 02128 - Chief Safety Officer

COMPENSATION: \$125,000 - \$130,000

WORK SCHEDULE: Monday – Friday 8 AM – 5 PM, may vary depending on department need.

RESPONSIBILITIES:

Disclaimer

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Job Responsibilities

1. Manage a streamlined reporting and response process for racist and bias incidents as recommended by the Racist & Bias Incident Response Team.
2. Coordinate the evaluation of various software and databases used for case management for compatibility and ease of information sharing across units while also protecting privacy.
3. Work with OBIA, AER, and other relevant offices to analyze and combine existing data to inform program evaluation and to improve existing efforts aimed at effectively creating a culture of safety and inclusion.
4. Lead a collaborative effort to develop an accountability framework
5. Incorporate issues of diversity and safety and keep abreast of relevant topics, both locally and nationally.
6. Assists in university risk assessments for determining the existence of threats of violence toward members of the university community, whether on campus or off.
7. Gathers relevant information for threat assessments through partnering with appropriate departments/units to conduct interviews, examination of social media, and coordination with campus law enforcement for additional data concerning threat assessment issues and/or behavior(s).
8. Assists in development and implementation of procedures for response management and coordination in situations involving threat assessment/management.
9. Ability to work in a fast-paced and dynamic environment.

10. Good judgment, tact, diplomacy, discretion, and ability to maintain confidences are essential.
11. Ability to develop, implement and interpret policies and procedures.
12. Prior experience with operational and staff supervision.
13. Excellent communication, interpersonal, networking, leadership, project management, organization, and multitasking skills.
14. Excellent written and verbal communication skills are also required, along with strong research, writing, and presentation skills.
15. Ability to communicate sensitive information verbally and in writing to individuals at all levels.
16. The incumbent must be able to appropriately respond to highly sensitive and confidential situations in person, (via telephone or via e-mail) on behalf of the CSO.
17. The successful candidate will be able to work in a team environment and to collaborate with others on deadline-driven assignments.
18. Strong ability to translate priorities into field decisions. She/he/they will also be technologically adept. Occasional travel may be required.

QUALIFICATIONS:

Required: A Bachelor's degree or equivalency required; and 7+ years progressively responsible experience in academic administration or an equivalent combination. Proven ability to handle multiple priorities under deadlines while maintaining a high level of professionalism and attention to detail.

Preferred: Master's degree or Doctoral degree. Experience working successfully across a complex platform.

PREFERENCES:

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TO APPLY, VISIT: <https://apptrkr.com/4166228>

EQUAL EMPLOYMENT OPPORTUNITY

The University of Utah values candidates who have experience working in settings with students from diverse backgrounds and possess a strong commitment to improving access to higher education for historically underrepresented students.

Individuals from historically underrepresented groups, such as minorities, women, qualified persons with disabilities and protected veterans are encouraged to apply. Veterans' preference is extended to qualified applicants, upon request and consistent with University policy and Utah state law. Upon request, reasonable accommodations in the application process will be provided to individuals with disabilities.

The University of Utah is an Affirmative Action/Equal Opportunity employer and does not discriminate based upon race, ethnicity, color, religion, national origin, age, disability, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, pregnancy-related conditions, genetic information, or protected veteran's status. The University does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator, to the Department of Education, Office for Civil Rights, or both. oeo@utah.edu