

OBERLIN

COLLEGE & CONSERVATORY

POSITION SPECIFICATIONS

THE OPPORTUNITY

CBIZ EFL Associates is proud to assist **Oberlin College & Conservatory** in their national search for a **Director of Campus Safety**. The Director offers vision and leadership in organizing and administering effective safety and security measures for students, faculty, staff, visitors, and college property, aligning with the educational mission of the College. The Director reports to the Vice President and Dean of Students and is a member of the Student Affairs Leadership Team (SALT).

RESPONSIBILITIES

Personnel Leadership and Management

- Lead, recruit, select, and direct staff capable of delivering safety and security services in an equitable and inclusive manner that is respectful of difference.
- Provide comprehensive supervision and guidance to Campus Safety personnel.
- Foster relationships within a unionized setting, facilitating cooperation and teamwork through labor management meetings, grievance resolution, and contract negotiations.

Administrative and Operational Management

- Provide professional leadership, organization, and oversight for a campus safety operation operating 24/7, 365 days a year.
- Develop fair and effective policies and procedures for Campus Safety, College regulations, parking, crime prevention, and training.
- Ensure timely communication and implementation of procedures, resolve security-related issues, and review investigative reports for legal and procedural compliance.
- Develop, monitor, and manage the operating budget for the Office of Campus Safety.

- Conduct investigations into serious incidents and collaborate with external investigators on internal complaints.
- Manage college "no trespass" notices and judicial and Title IX "no contact" orders, providing security services to support students, staff, and visitors during safety-related incidents on campus, including liaising with law enforcement.
- Plan and coordinate traffic control and safety/security for special campus events.

Divisional, Cross-Divisional, and External Agency Coordination and Collaboration

- Regularly convene meetings with staff from offices under the purview of the Dean of Students and other College departments to discuss procedures, address issues, and coordinate responses and responsibilities.
- Participate in college and community committees as assigned.
- Collaborate with Facilities Planning and Construction and relevant departments on security matters related to the design, remodeling, and construction phases of maintenance and capital projects.
- Foster a positive working relationship and act as an effective liaison with external law enforcement agencies, including the Oberlin Police Department.
- Coordinate emergency planning and training sessions with the Environmental Health and Safety Director, College staff, and civil agencies, demonstrating a commitment to consistency, fairness, accessibility, and visibility.

Safety Education, Crime Prevention, and Compliance

- Communicate safety and security issues to the campus community and issue appropriate crime and emergency alerts.
- Develop strategies to reduce crime and enhance safety measures on campus.
- Ensure compliance with local, state, and federal crime reporting requirements, serving as the campus compliance officer for the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Manage the annual security and fire safety reports accordingly.
- Fulfill responsibilities as a Campus Security Authority and Responsible Employee under the Clery Act, Title IX, Violence Against Women Act (VAWA), and Campus Sexual Assault Violence Elimination Act (SaVE).
- Assess and contribute to security planning for campus buildings and surrounding areas, as well as participate in strategic campus safety planning.
- Engage in continuous professional development to apply best practices to College policies and procedures.



- Leverage comprehensive knowledge of relevant laws, risk management principles, security procedures, policies, and protocols to ensure prompt and appropriate responses to emergency situations.

EDUCATION AND EXPERIENCE

- Bachelor's degree in criminal justice, higher education, or a related field.
- At least 8 years of administrative and supervisory experience.
- Law enforcement background is required.
- Willingness to reside within a 30- to 45-minute radius of the campus.
- Experience in operating within a unionized work environment.
- Proficient in Microsoft Word, Excel, Access, and Outlook.

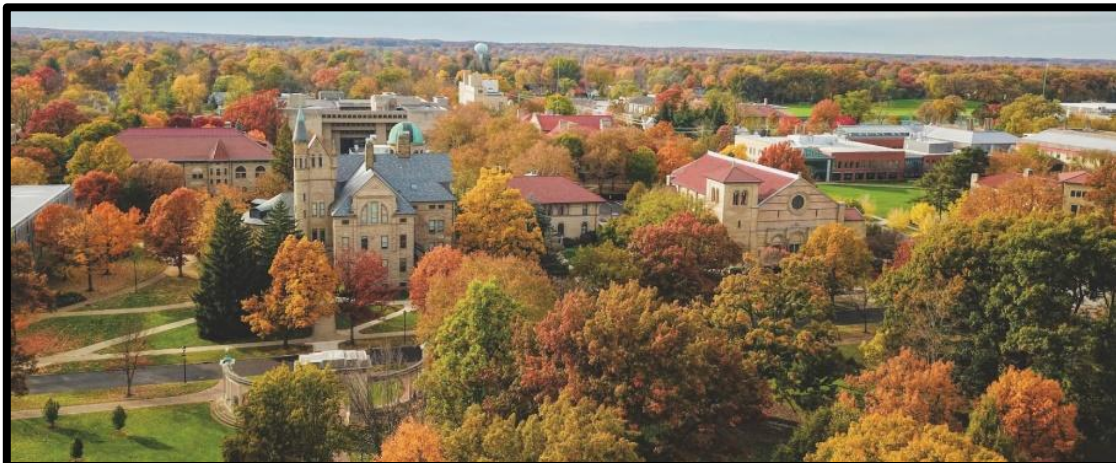
COMPENSATION

Compensation range is \$100K - \$110K plus a comprehensive [benefits](#) package.

OBERLIN COLLEGE & CONSERVATORY

Oberlin College & Conservatory is a four-year, highly selective liberal arts college that combines a top-ranked college of arts and sciences with a world-renowned conservatory of music. Combined, the two divisions enroll approximately 2,900 students. Located 35 miles southwest of Cleveland, Ohio, Oberlin College & Conservatory has earned a reputation of excellence based on the quality of its richly diverse student body, outstanding faculty, excellent facilities, and academic and technological resources.

Additional [Oberlin History](#) .



APPLICATION PROCESS

CBIZ EFL Associates, an executive search firm, is assisting **Oberlin College and Conservatory** with its search for this important leadership position. All calls and inquiries should be made through the search firm. Nominations and applications will be held in strict confidence and candidates will remain confidential until the final stage of the search, at which time the express permission of finalists will be obtained before making their candidacy public.

- **STEP 1:** Complete a brief online application (2-3 minutes)
 - <https://www.surveymonkey.com/r/OCC-DCS>

- **STEP 2:** Send us your cover letter **and** résumé or curriculum vitae
 - Send in **PDF format**
 - Send to ApplyHigherEd@eflassociates.com
 - Email subject line should read “**Oberlin College – Dir, Campus Safety Application**”

Key Dates

- **For best consideration apply by: 5:00 PM Eastern Time on May 10, 2024**
- Semifinalist video interviews will be conducted on **May 21st and 22nd, 2024**
- On-campus in person interviews will be conducted between **June 6th and June 12th, 2024**

Confidential Inquiries

Steve Waldron, JD
Managing Director, Higher Education Practice
816-945-5423 (direct) swaldron@eflassociates.com

Application Questions & Nominations: *If you would like to provide a nomination, please email all pertinent information (including an email address and phone number of the nominee) to:*

Edith Ketay
Project Manager
816-841-4001 (direct) Edith.Ketay@eflassociates.com

NON-DISCRIMINATION

Our client and CBIZ EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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