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Developed by:.....JVW;SB  
Reviewed by:....SG;DLJ;LK  
Approved by:.....LK  
Date:...09/13;10/16;08/18

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Coordinator, Public Safety/Community Outreach and Education  
**DIVISION:** Administration & Finance (Public Safety)  
**REPORTS TO:** Assistant Director, Public Safety  
**GRADE:** 9  
**SUPERVISES:** Support staff, interns, student workers

**BASIC FUNCTION:**

Coordinate the development, administration and management of community engagement and outreach programs of the Department of Public Safety.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop targeted educational presentations, materials, outlines, media, online materials, etc., for groups based on their individual needs.

Deliver targeted educational sessions to select groups on campus, including faculty, staff, students, and visitors. Targeted sessions, as well as ongoing continuing education sessions, include those for new employees, students, and faculty and staff orientations.

Work directly with students who have been arrested or otherwise need direction and guidance for navigating judicial procedures and internal disciplinary procedures. Work with Student Affairs and Police as a liaison and advocate for students needing this support.

Coordinate the Community Emergency Response Team, including conducting a semester-long training program for interested students, faculty and staff.

Coordinate a student volunteer emergency preparedness and public safety interest group.

Serve as an enthusiastic advocate and spokesperson for the mission of providing unbiased information of the highest quality and integrity to solve problems for community stakeholders relevant to Public Safety.

Assist the Director and/or Assistant Director in managing budgets and developing sustainable financial plans for departmental programs.

Serve on the Clery Compliance Team. Assist with the accuracy of Clery reporting prior to submittal. Work with the Dean of Students Office, Office of Community Standards, URI Police, Women's Center and other departments, as well as off-campus stakeholders, regarding Clery Report information.

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In conjunction with the Coordinator of Fire & Life Safety and the Coordinator of Alarm Services, manage the scheduling, notification and execution of fire drills for residence halls.

Develop and maintain an Emergency Needs Registry to capture the additional requirements of students, faculty and staff with differing needs during an emergency or fire drill (including prior notification of planned fire drills.) Work with Disability Student Services & Housing and Residential Life on safety plans for students requiring special assistance during fire alarms or other emergencies. Serve as a resource to the campus community.

Coordinate and schedule the Citizen Response to Active Shooter Events (CRASE) training.

Manage the Department of Public Safety websites.

**OTHER DUTIES AND RESPONSIBILITIES:**

Maintain records (e.g., financial, business, program, etc.), and perform various other administrative and routine functions to support the unit.

Interact as needed with campus, local, State and Federal officials.

Perform additional duties as requested.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, fax machines, scanners; word processing, database management, browser-based, graphical and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in emergency management, public health, criminology, criminal justice or closely-related field; minimum five years' experience in delivering presentations and working with diverse populations in some combination of the areas of public safety operations, emergency management, and/or legal affairs; demonstrated strong interpersonal and verbal communication skills; demonstrated proficiency in written communication skills; and, demonstrated supervisory experience.

**PREFERRED:** Demonstrated experience in an academic/collegiate environment performing emergency management and public safety duties; demonstrated experience facilitating, instructing, and presenting materials to diverse populations, including college-aged students; demonstrated experience with grant projects and audit reporting; certification in and/or experience in instructing using emergency management course materials; demonstrated experience with emergency management software products; and, demonstrated Website development skills.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**