



## International House

### ***Position Description:***

Position Title: Public Safety Officer Part Time On Call  
Office: Public Safety  
Reports To: Public Safety Manager

### ***About International House***

Founded in 1924 by John D. Rockefeller Jr. and the Cleveland H. Dodge family through the initiative of Harry and Florence Edmonds, International House is a residence for postgraduate scholars and trainees in New York City with a mission to prepare leaders for the global community. International House is home typically to more than 700 carefully selected graduate students and young professionals annually – representing 100 countries and more than 70 top schools and businesses. We provide an unrivaled opportunity for our Residents to thrive through daily interactions in a culturally, politically, and economically diverse environment and programs designed to expand the world views of these emerging leaders. We believe that leadership guided by the core values of the International House experience – Respect, Empathy, and Moral Courage – can create a more just and peaceful world. Learn more at [www.ihouse-nyc.org](http://www.ihouse-nyc.org).

### ***Job Overview***

Our Organization requires the talents and skills of an experienced Public Safety Officer. The successful candidate should be outgoing and friendly with a gregarious personality and a natural talent for customer service. We want our community members to feel comfortable approaching our team for assistance of any kind. As the ‘Face’ of International House, the successful candidate should be professional, presentable and friendly with outstanding people skills. You should have a talent for multi-tasking, with excellent communication skills to match. A Public Safety Officer’s focus is on safeguarding the personal safety, property, and interests of our community members. They are trained to proactively mitigate risks and to investigate, manage, and report all incidents that occur on our property.

### ***Ideal Candidate***

The ideal candidate must be physically fit and able to adapt physically and psychologically to frequently changing needs and priorities. Strong customer service and interpersonal skills, the ability to problem solve, a high level of energy, enthusiasm and flexibility are key characteristics of the successful incumbent.

### ***Responsibilities and Duties***

- Ensure the safety and security of community members and I-House property.
- Provide building information, directions and assistance to community members and visitors.
- Patrol premises regularly and respond to calls for service.
- Monitor surveillance system regularly, Access Control and CCTV system.
- Maintenance and service calls on a needed basis for access control and CCTV systems.
- Prepare daily activity reports detailing shift activity.
- Report suspicious activity and prepare incident reports when necessary.
- Watch for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.

- Protect and maintain confidential information in accordance with the department's standard operating procedures.
- Completing daily assigned Public Safety duties.
- Directing traffic and maintaining order at public gatherings.
- Completing assigned collateral duties on a weekly basis.
- Reception desk coverage, answer and transfer calls and provide desk break.
- Available to cover call outs, vacations, and holidays shifts, with possible double shift coverage.

### **Qualifications**

- High School Diploma (College Degree preferred.)
- 2 years of experience as a Public Safety Officer or similar role.
- Valid NY State Security Guard License and must maintain validity by completing annual (8) hour in-service refresher training.
- Knowledge of standard security concepts, practices and procedure.
- Experience with report writing with skills in Microsoft Office applications.
- Trained in Adult First Aid/CPR & AED.
- Must have a flexible schedule and be prepared to work any of the following shift times: 8am-4pm, 12pm to 8pm, 4pm-12am, 12am-8am.

### **Personal requirements**

- Good communication, mediation, and conflict resolution skills with the ability to apply de-escalation techniques.
- Good observation and decision-making skills.
- Ability to react calmly and effectively in emergency situations.
- Ability to successfully perform all duties without direct supervision.
- Strong work skills in Teamwork, Communication, Responsibility, Collaboration, Awareness, Honesty, Respect, Empathy and Moral Courage.

### **Salary:**

Salary range is \$21 - \$24 per hour.

### **How to Apply:**

Please submit a cover letter and resume via e-mail to [careers@ihouse-nyc.org](mailto:careers@ihouse-nyc.org) with "Public Safety Officer" in the subject line.

*International House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*

*In addition to federal law requirements, International House complies with applicable state and local laws governing nondiscrimination in employment. International House expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.*