

Clery Compliance Coordinator, University Police Services Southern Command [R0114806]

Institution:

University of Nevada Las Vegas

Location:

Las Vegas, NV

Category:

Admin - Police and Public Safety

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Announcement Number:

R0114806



The University of Nevada, Las Vegas invites applications for Clery Compliance Coordinator, University Police Services Southern Command [R0114806]

PROFILE of the UNIVERSITY

Founded in 1957, UNLV is a doctoral-degree-granting institution comprised of approximately 31,000 students and more than 3,900 faculty and staff. To date, UNLV has conferred more than 136,000 degrees, producing more than 120,000 alumni around the world. UNLV is classified by the Carnegie Foundation for the Advancement of Teaching as an R1 research university with very high research activity. The university is committed to recruiting and retaining top students and faculty, educating the region's diversifying population and workforce, driving economic activity through increased research and community partnerships, and creating an academic health center for Southern Nevada that includes the launch of a new UNLV School of Medicine. UNLV is located on a 332-acre main campus and two satellite campuses in Southern Nevada. For more information, visit us on line at: <http://www.unlv.edu>

COMMITMENT to DIVERSITY

The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment.

ROLE of the POSITION

The Clery Compliance Coordinator for the University Police Services Southern Command is the key position to ensure the University of Nevada, Las Vegas, College of Southern Nevada, and Nevada State College are in compliance with the Clery Act. The Coordinator oversees the collection, analysis and reporting of crime statistics for the three institutions. The annual Clery Reports are drafted, assembled and published by the appointee. Dissemination of the reports as well as public access and handling inquiries are responsibilities of this job. This position is responsible for training to include provisions of the Campus Security Authority training and ensuring proper and appropriate campus notifications are timely on behalf of the Associate Vice President & Director of University Police Services Southern Command. The position holds an integral role in ensuring the institutions maintain good standing and prevents risk of warnings, citations and loss of federal funding/aid programs.

QUALIFICATIONS

This position requires a Bachelor's Degree from a regionally accredited college or university and 2 years of related work experience, or a Master's Degree and one year of related work experience.

SALARY RANGE

Salary competitive with those at similarly situated institutions. Position is contingent upon funding.

APPLICATION DETAILS

Submit a letter of interest, a detailed resume listing qualifications and experience, and the names, addresses, and telephone numbers of at least three professional references who may be contacted. Applicants should fully describe their qualifications and experience, with specific reference to each of the minimum and preferred qualifications because this is the information on which the initial review of materials will be based.

Review of candidates' materials will begin immediately, and this position will remain open until filled. Materials should be addressed to Adam Garcia, Search Committee Chair, and are to be submitted online as we do not accept emailed materials. For assistance with the application process, please contact UNLV Human Resources at (702) 895-3504 or applicant.inquiry@unlv.edu.

SPECIAL INSTRUCTIONS FOR INTERNAL NSHE CANDIDATES

UNLV employees or employees within the Nevada System of Higher Education (NSHE) MUST use the "Find Jobs" process within Workday to find and apply for jobs at UNLV and other NSHE Institutions. Once you log into Workday, type "Find Jobs" in the search box which will navigate to the internal job posting site. Locate this specific job posting by typing the requisition number, "R0114806" in the search box.

If you complete an application outside of the internal application process, **your application will be returned and you will have to reapply as an internal applicant which may delay your application.**

SAFETY AND SECURITY STATEMENT

UNLV is committed to assisting all members of the UNLV community in providing for their own safety and security. The Annual Security Report and Annual Fire Safety Report compliance document is available online.

EEO/AA STATEMENT

UNLV is an Equal Opportunity / Affirmative Action educator and employer committed to achieving excellence through diversity. All qualified applicants will receive consideration for employment without regard to, among other things, race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, sexual orientation, genetic information, gender identity, gender expression, or any other factor protected by anti-discrimination laws. The University of Nevada, Las Vegas employs only United States citizens and non-citizens lawfully authorized to work in the United States. Women, under-represented groups, individuals with disabilities, and veterans are encouraged to apply.

Job Category

Administrative Faculty

Required Attachment(s)

Submit a letter of interest, a detailed resume listing qualifications and experience, and the names, addresses, and telephone numbers of at least three professional references who may be contacted.

APPLICATION INFORMATION

Contact:

University of Nevada Las Vegas

Online Application Form: https://nshe.wd1.myworkdayjobs.com/en-US/UNLV-External/job/Clery-Compliance-Coordinator--University-Police-Services-Southern-Command--R0114806-_R0114806