



## **Job Description – Associate, Public Safety / 公共安全部助理**

**Department: Public Safety**

**Reports to: Security Operations Manager**

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### **Position Summary**

The Associate supports the overall operation in NYU Shanghai Command Center in order to meet goals and objectives of the NYU Shanghai Department of Public Safety, specifically in the protection of life and property, the enhancement of a positive care environment, and general protection and safety of the NYU Shanghai community and property.

### **Responsibilities**

- Assist in working out security guidelines, procedures and incident reports;
- Assist in daily security operations at NYU Shanghai, including making security plan, coordinating with both internal and external parties, and responding to emergencies;
- Work on the continuous improvement on the overall operation in Security Command Center
- Other tasks assigned by the supervisor.

### **Qualification**

#### **• Required Education**

Bachelor's Degree, majoring in English preferred.

#### **• Required Knowledge, Skills, and Abilities**

- Fully proficient in both written and spoken English and Mandarin.
- Good interpersonal and communication skills to work in an international, cross-cultural work environment
- Good problem solving skills, and good time management skills;
- High professional integrity, honesty and trust;
- Well organized, diplomatic, details and service oriented.