



## Job Description – Security Specialist (安全专员)

Department: Public Safety

Reports to: Security Operations  
Manager

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### **Position Summary**

Security Specialist- supports the 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.

帮助上海纽约大学公共安全部实现部门目标。保护上海纽约大学师生的生命及财产安全。

### **Responsibilities**

- Security Specialist is responsible for making NYU cards for NYU Shanghai community, providing lost and found, shuttle bus service, medical transportation, lab monitoring, supporting NYU Shanghai Academic building events. Monitoring contractor work quality, reporting the safety risks and issues in time;  
为上海纽约大学师生及承包商制作校园卡，提供失物招领、班车服务、医疗转运、实验室报警响应、支持纽大大楼举办的活动。监督下属承包商的工作质量，对于出现的安全风险及危险及时报告；
- Interprets and enforces Shanghai laws and US Federal laws, applicable regulations, and department policies and procedure, and serves as liaison with police and fire authorities. Performs safety patrols, parking enforcement and guest shuttle services on foot, at stationary posts, and by vehicle;  
诠释并实施上海和美国的法律，可应用的规定以及部门的政策和流程，同时要要和公安和消防部门做好协调工作。安全巡逻、停车事宜以及班车接送服务。
- Provides timely and productive communications, both verbally and in writing, with the Security Operations Manager. Successful completion of NYU Shanghai Department of Public Safety basic Security Officer Course and exam.  
向保安经理及时口头及书面汇报。顺利完成上海纽约大学公共安全部相关考核。

### **Qualification**

- Ability to communicate effectively both orally and in writing in Mandarin/English language for the purpose of public interaction and report writing.  
具备较好的英语听说读写能力，能够使用中文和英语交流并完成书面报告
- Inductive reasoning- The ability to combine pieces of information to form general conclusions.  
具备较强的归纳能力与逻辑思维
- Deductive reasoning-The ability to apply general rules to specific problems to produce answers that make sense.

具备较强的洞察力-及时识别潜在风险，并提出相关解决方案

- **Ability to maintain satisfactory attendance and punctuality standard and willing to work in shifts.**  
严格要求自己，准时出勤，能够接受轮班制工作
- **Ability to provide quality customer service with a friendly and professional demeanor.**  
能够以师生、教职工为中心提供专业、满意的服务
- **Neat and professional appearance.**  
整洁的仪容仪表
- **No criminal convictions as specified under NYU Shanghai guidelines.**  
无犯罪记录
- **Authorized to work in Shanghai, PRC.**  
能够在上海工作