



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 10/27/2023
Exempt/Non-Exempt Status: Exempt
Responsible individual:
Campus Security Authority:

Title: Data Management Coordinator, Clery Act Compliance
Status: Full-time, 35 hours per week
Grade: 9
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director of Security and Safety/Chief of Campus Police

PRIMARY PURPOSE: Responsible for the collection, maintenance and reporting of data for the Campus Police Department and collaborate with various offices and areas of campus as well as external agencies to ensure campus-wide monitoring and compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and any associated regulations. Ensures documented proof of compliance for all Clery audits and is responsible for compilation and publication of Annual Security and Fire Safety Reports. Provides full administrative support to Chief of Campus Police and the command staff.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Work collaboratively with various stakeholders across the College to ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery”) and related regulations.
- Prepare, publish, and distribute the Annual Security and Fire Safety Report, and prepare communications for campus community regarding its availability.
- Assist in identifying and maintaining annual lists of Campus Security Authorities.
- Collect crime statistics from various departments, Campus Security Authorities and law enforcement, as appropriate.
- Assist with providing, facilitating and managing the training of the Campus Security Authorities.
- Document programming and training required by Clery.
- Manage all departmental reporting systems including collection, review, correction and entry of departmental criminal, traffic and informational reports.
- Work with law enforcement officers and supervisors to ensure reports are clear, complete, accurate and completed and approved in a timely manner.
- Stay abreast of pending and final changes to Clery and other laws or regulations affecting Clery provisions as they effect Clery related policies and procedures.
- Ensure the maintenance of records on security awareness and crime prevention programs and presentations.
- Serve as records custodian to ensure proper classification of crime incident reporting.
- Assist with maintenance of daily crime and fire logs.
- Maintain information regarding timely warnings, emergency notifications and fire safety data.
- Review and update Clery geography map as necessary.
- Assist with compliance related to the Drug Free Schools and Safe Campuses regulations.
- Submit annual crime statistics to the Department of Education.
- Serve as Webmaster Administrator for the office of Security and Safety webpages.

- At the direction of the Director, assist with training campus police with the campus emergency communications systems to develop and deploy messages for emergency notifications and timely warnings.
- Assist the command staff to monitor budgetary expenditures for Campus Police, including preparing requisition orders, tracking invoices and maintaining budgetary spreadsheet
- Provide other daily as assigned administrative support to the command staff.

Occasional Job Functions: Perform other duties and responsibilities as assigned by the Director of Security and Safety/Chief of Campus Police.

REQUIRED QUALIFICATION STANDARDS:

Education: Bachelor's degree.

Experience: Experience with data systems, such as PeopleSoft, software reporting tools and compiling data.

Skills, Knowledge and Abilities:

- Familiarity with reporting tools such as Excel.
- Working knowledge of PC software for data management.
- Excellent technological and data management skills.
- Familiarity with PowerPoint.
- Excellent written communication and organizational skills.
- Ability to communicate effectively.
- Ability to work independently and manage time efficiently.
- Ability to perform detailed work with accuracy.

Preferred in one or more of the following:

- Familiarity with Clery reporting.
- Experience working in a law enforcement environment.
- Experience in higher education.
- Bilingual English/Spanish.

ENVIRONMENTAL CONDITIONS: The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.