**Asia Society Career Opportunity**

**Location: New York**

**Position: Security Officer (Grade 4) Code 1706**

**Purpose:**

The Security Officer is responsible for ensuring the physical safety of

building occupants and the Collection.

**Responsibilities:**

* Ensure safety of building occupants.
* Secure galleries and building.
* Monitor security computer, fire alarm panel and CCTV.
* Inspect galleries, storage areas, office floors, and stairways.
* Monitor flow of traffic throughout the building.
* Assist in storing and reporting lost and found property.
* Answer telephone during off hours.
* Control access through Service Area.
* Receive all deliveries and call appropriate personnel for pick-up.
* Control all staff access to building.
* Maintain Sign-In and Sign-Out Log and Security Checkpoint.
* Flexible work schedule.
* Other duties as assigned.

**Qualifications:**

* Certified New York State Security Guard.
* Certified New York City Fire Department Fire Guard preferred.
* High school diploma and 2-3 years experience in law enforcement preferred.
* Ability to make independent decisions during an emergency.

**COMPETENCIES:**

**Leadership:**

* Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
* Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

**Professional and Results-Oriented:**

* Seeks to consistently produce results that achieve goals and objectives
* Conscientious and efficient in meeting commitments and observing deadlines
* Able to work independently with minimum supervision
* Good judgment, tact and discretion
* Ability to translate ideas into action

**Collaboration and Teamwork:**

* Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
* Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
* Acts as a global facilitator to have conversations, exchange ideas and build understanding

**Innovation:**

* Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
* Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

**Technical Expertise:**

* Professional competencies in the related field of work
* Recognizes trends in theory and practice of one’s own technical area and effectively prepares for anticipated changes

**How To Apply:**

Please email your cover letter, resume, and salary requirements to [securityjobs@asiasociety.org](mailto:securityjobs@asiasociety.org) Indicate job title and reference code in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an equal opportunity employer.

