

Asia Society Career Opportunity

Location: New York Headquarters, New York, NY

Position: Security Officer (Part-Time) - Code 2111

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.
- Monitor flow of traffic throughout the building.
- Assist in storing and reporting lost and found property.
- Control access through Service Area.
- Receive all deliveries and call appropriate personnel for pick-up.
- Control all staff access to building.
- Perform building patrols as required of all space both the interior and exterior and provide necessary reports
- Maintain all logs related to Security/Life Safety/Mail/COVID Duties as required
- Flexible work schedule.
- Answer telephone during off hours.
- Other duties as assigned by Security Services Manager, Senior Security Officer on duty and Facilities Director.

Qualifications:

- Certified New York State Security Guard.
- Certificate of Fitness issued by FDNY for F-01, F-03 or any other C of F form FDNY as required by Asia Society.
- High school diploma and 2-3 years' experience in law enforcement preferred.
- Ability to make independent decisions during an emergency.

How to Apply:

Please email (1) cover letter addressing qualifications and salary requirements, and (2) resume to securityjobs@asiasociety.org. Resume and cover letter attachments should be PDF or Word files. The email subject line should indicate the job title and Code 2111 and your last name. Only complete applications will be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted.

Asia
Society



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John D. Rockefeller 3rd

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