



Navigating Shared Futures

Asia Society Career Opportunity

HONG KONG

HOUSTON

LOS ANGELES

MANILA

MELBOURNE

MUMBAI

NEW YORK

SAN FRANCISCO

SEOUL

SYDNEY

TOKYO

WASHINGTON, D.C.

ZURICH

LOCATION: New York

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

SUMMARY:

Founded in 1956, Asia Society's purpose is to navigate shared futures for Asia and the world across policy, arts and culture, education, sustainability, business, and technology. We provide a platform for dialogue and encourage a diversity of views as we try to find the most effective ways forward. Headquartered in New York City, the organization has 12 other Centers around the world, a global staff of 235, and an annual global operating budget in excess of \$\$44m.

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.



Navigating Shared Futures

HONG KONG
HOUSTON
LOS ANGELES
MANILA
MELBOURNE
MUMBAI
NEW YORK
SAN FRANCISCO
SEOUL
SYDNEY
TOKYO
WASHINGTON, D.C.
ZURICH

- 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 your cover letter and resume indicating position reference code 2111 and salary requirements to: securityjobs@asiasociety.org.

Indicate job title 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.