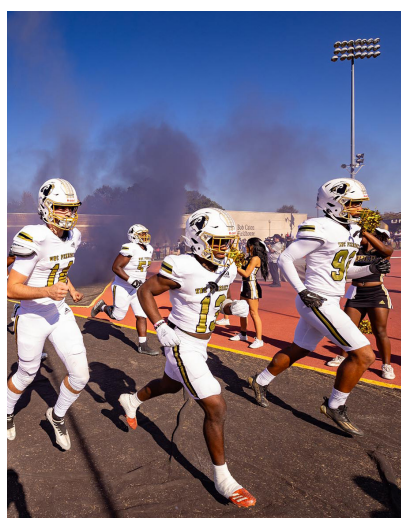




# UNC PEMBROKE

Invites Your Interest in the Position of

## ASSISTANT CHIEF OF POLICE AND PUBLIC SAFETY







## Position Closes December 14, 2025

### University of North Carolina at Pembroke Assistant Chief of Police and Public Safety

#### If you are a law enforcement executive who:

- ✓ Appreciates and values contributing to the developmental experiences of young adults;
- ✓ Enjoys the vibrant exchange of ideas that make up a thriving academic community;
- ✓ Sees yourself as an approachable, empathetic collaborator; and,
- ✓ Recognizes the opportunity to help enact a community policing model that engages the campus and Town for mutual learning about law enforcement and cultural competency relating to a unique American Indian community...

...then becoming the University of North Carolina at Pembroke's next **Assistant Chief of Police and Public Safety** may be the career move for you.

The University of North Carolina at Pembroke (UNCP) is seeking a community-focused, collaborative **Assistant Chief of Police and Public Safety** to join the University leadership team. The successful candidate will be a leader who is energetic, focused on community engagement, wishes to be part of a unique, rural community with a strong American Indian cultural heritage, understands 21<sup>st</sup> Century Policing strategies, and is committed to providing a secure and safe environment in which students, faculty, and staff have maximum opportunity to be successful in meeting their academic and professional goals.



UNC Pembroke seeks an **Assistant Chief of Police and Public Safety** who is focused on community engagement and wishes to be a part of a unique rural community with a strong American Indian cultural heritage.



## About the Community and University:

Established in 1887 as the Croatan Normal School for the education of American Indians of Robeson County, the University of North Carolina at Pembroke became part of the University of North Carolina system in 1972. Today, it serves a distinctly diverse student body that is 38% White, 29% Black or African American, 13% American Indian, and 9% Hispanic or Latino, and encourages inclusion and appreciation of the values of all people. Located in the heart of Pembroke, N.C., UNCP boasts an enrollment of more than 8000 41 undergraduate and 17 graduate programs, and offers a personalized learning environment in which faculty and staff are dedicated to engaged scholarship, high academic standards, creative activity, and public service. Spread over 281 acres, the campus offers a sense of community and belonging; a place where faculty and staff feel supported, take pride in the university's mission, and are devoted to excellence in teaching, learning, and research, and to developing leaders who make a difference in their communities.

UNC Pembroke offers students, faculty, and staff a sense of community and belonging—a place where they feel supported.







The Town of Pembroke is centrally located between the Charlotte Metropolitan Area and the Atlantic Ocean at Wilmington, and is just over 100 miles from Raleigh. With a population that is 65% American Indian, it is the seat of the Lumbee Tribe of North Carolina, the largest state recognized tribe in the United States east of the Mississippi River with an estimated 55,000 members. The campus and Town communities offer a variety of activities and events to experience, including the annual Lumbee Homecoming and Powwow, the Museum of the Southeast American Indian, UNCP athletic events, and theater, music, and dance at the UNCP Givens Performing Arts Center.



More than 7,600 undergraduate and graduate students are enrolled at UNCP.



## About the Department:

The University of North Carolina at Pembroke Police & Public Safety Department enforces the laws and regulations established to provide police protection and public safety operations to the lives and properties associated with UNC Pembroke. In addition to the responsibilities for law enforcement and public safety on the campus, the department also responds to mutual aid calls in the Town of Pembroke and Robeson County. The Department received the IACLEA Award for Valor for their tremendous efforts to serve the campus and community during Hurricane Florence.

The Department reports to the University's Vice Chancellor of Finance and Administration, and consists of three Divisions: Administrative Services, Support Services, and Field Operations. The Department's current fiscal year budget is approximately \$3,700,000, and includes 34 FTE employees, 24 sworn and 10 non-sworn, as well as 8 part-time staff.

## About the Position:

Reporting directly to the Police Chief (Director of Public Safety), the Assistant Chief supervises and works in conjunction with the Lieutenants, who command the Field Operations and Support Services divisions, in meeting the day-to-day operational requirements of the department. The Assistant Chief assumes full supervisory responsibilities and oversight in assigned areas of the department, which may include patrol, investigations, community policing, evidence management, records management, communications, parking management, security operations, Clery Act compliance, grants management, and policy management. The Assistant Chief ensures that significant crime prevention/programming and investigative responsibilities, which may be coordinated with the Department Investigator, are conducted as needed.

The Assistant Chief will direct and ensure compliance with departmental practices and university policies and procedures, demonstrate the ability to account for and maximize the use of equipment, conduct, direct, and manage investigations, and deliver guidance and support to police officers in community policing. The Assistant Chief will communicate effectively through interpersonal interactions and written documentation. The position will be responsible for peripheral responsibilities, as assigned.

The Assistant Chief will be responsible for full decision-making authority on behalf of the Chief of Police for all Human Resources-related matters, including, but not limited to hiring, promotion, salary adjustments, position reclassification, and discipline. This position is responsible for coordinating community relations with the various stakeholders of the UNCP community. This position also serves as the representative of the Chief of Police with a variety of other agencies, including university departments, outside law enforcement agencies, and campus community groups.



**The Assistant Chief of Police and Public Safety** is a visible presence on campus, protecting staff, faculty and students and educating them about the mission and service of the Police & Public Safety Department.



## Key priorities of the next Assistant Chief include:

- ensuring transparent, effective, and collaborative partnerships with the university community, including the student body, by being a visible presence on campus and educating the university community about the mission and service of the Police & Public Safety Department.
- maintaining and further promoting a culture of employee engagement and appreciation to address recruitment and retention challenges in a rural campus environment.
- seeking training opportunities to support their growth and professional development, as well as those of their teammates.
- maintaining preparedness to assume leadership duties in the event the Chief is absent or unavailable.
- balancing customer service and public safety delivery models that expect excellence from staff who are trained in cultural competencies, appreciate the unique cultural heritage of the Town, and are committed to the Department's mission of providing professional law enforcement, effective emergency response, innovative data -driven policing, and community outreach & education.
- updating Departmental policies and Standard Operating Procedures, (including for emergency operations and internal and external communication during critical incidents), to keep up to date with principles of 21st Century Policing, ensure applicability to the needs of the Department and community, and support exemplary service delivery.

## Minimum Training and Experience:

- A bachelor's degree or higher (in Criminal Justice or closely related field preferred) and seven or more years of sworn law enforcement experience, including at least three years of experience in a supervisory role equivalent to a Police Lieutenant
- Or an associate's degree and nine years of sworn law enforcement experience, including at least three years of experience in a supervisory role equivalent to a Police Lieutenant.
- Must possess certification as a Law Enforcement Officer in the state of North Carolina or eligible to obtain it.

## Preferred Qualifications:

- Six years of progressively responsible supervisory experience in a Higher Education setting.
- Possession of Advanced Law Enforcement certification through the NC Criminal Justice Education and Training Standards Commission or the North Carolina Sheriff's Education and Training Standards Commission.
- Possession of general instructor certification through the North Carolina Criminal Justice Education and Training Standards Commission.
- *Please note that North Carolina law does not recognize or have a reciprocal relationship with Federal law enforcement certification but recognizes and gives partial credit for military police (MP) training, receipt of an MP occupational specialty classification and performance of MP duties.*



## The successful candidate:

- is an individual with impeccable integrity and a proven record of consistency in managing both internal and external relationships to develop trust and to create opportunities for collaborative problem solving, and partnerships;
- models courteous engagement and outstanding customer service with staff and students while ensuring clear and firm adherence to safety principles and laws;
- has a track record of public safety success that comes from a balance of engagement and enforcement;
- has the ability to help maintain and confidently develop a team-oriented culture that delivers outstanding service to community stakeholders;
- holds comprehensive knowledge of police methods, practices, and procedures; thorough knowledge of local, State, and Federal laws, especially Clery and Title IX;
- is experienced in cultivating and maintaining mutual aid relationships, serving as inter-agency liaison with law enforcement, fire, and emergency agencies that provide support to all campus locations;
- can proactively recognize and analyze emerging issues, develop strategies proactively, and implement necessary changes to address those issues;
- will assess opportunities for future partnerships with key university or agency officials, and advance existing relationships;
- communicates skillfully both verbally and in writing, with multiple audiences of various levels, both within the department and across the university or agency;
- quickly acquires the necessary knowledge of Office of State Human Resources policies, university or agency policies and procedures, as well as Federal laws governing the workplace, with the ability to apply policies to the context of Police Operations;
- has the ability to analyze problems, assess internal efficiency/effectiveness, implement solutions and recommendations which align with division and strategic goals, and evaluate the effectiveness of organizational or procedural changes; and,
- can analyze and assess trends in the surrounding community and direct operations accordingly.

### KEEPING CAMPUS SAFE

The **Assistant Chief of Police and Public Safety** ensures that significant crime prevention/programming and investigative responsibilities, which may be coordinated with the Department Investigator, are conducted as needed.





## Salary and Benefits:

*Base salary and compensation are negotiable within the position's salary range based on experience and qualifications. Information about benefits can be found on the website by clicking [here](#).*

**To apply**, please visit <https://www.governmentjobs.com/careers/developmentalassociates>, and click on the **Assistant Chief of Police and Public Safety – University of North Carolina at Pembroke** title.

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the University's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **December 14, 2025**, to be considered during the first round of reviews.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluations on **January 22-23, 2026**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate, as these dates are fixed.
- Direct *inquiries* to [hiring@developmentalassociates.com](mailto:hiring@developmentalassociates.com)

The University of North Carolina at Pembroke is an Equal Opportunity Employer.



*UNC Pembroke serves a distinctly diverse student body that is 38% White, 29% Black or African American, 13% American Indian, and 9% Hispanic or Latino, and encourages inclusion and appreciation of the values of all people.*



Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select "Client Openings," and scroll down to "Important Information for Applicants."