

SOUTHWESTERN CHRISTIAN UNIVERSITY
Director of Security

I. POSITION TITLE: Director of Security

II. POSITION SUMMARY:

The Director of Security is responsible to provide personal, equipment, and real property security for faculty, staff, students, and visitors within the University campus. Responsible to oversee campus parking, annual security report, and supervision of campus part time security staff. Must remain alert to emergency situations and provide first-line response, emergency management, and/or referral if required.

III. UNIT/DIVISION: Student Services

IV. ACCOUNTABLE/REPORTS TO: Vice President of Student Services

V. POSITIONS REPORTING TO THIS POSITION: Part-time security officers

VI. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING: Vice President of Student Services, Athletic Director, Vice President of Academic Affairs, Office of the President.

VII. PERSONAL CHARACTERISTICS, SKILLS, AND MINIMUM REQUIREMENTS

A. EDUCATION:

I. A high school diploma is required.

II. Proficiency with Microsoft Office (Outlook, Word and Excel); database skills including entering data, retrieving information, generating reports and mail merging; and the ability to safely operate office equipment.

III. Excellent communication skills, fearlessness in presentations, and the ability to work autonomously are a must.

B. EXPERIENCE: Must have previous supervisory and customer service experience with excellent oral and written communication skills. Prior experience in higher education is a plus. Must also be able to handle multiple projects at the same time while maintaining excellence in all aspects of job performance.

C. FAITH COMMITMENT: A committed Christian able to demonstrate regular involvement in a local church fellowship; demonstrated integrity, honesty, fairness, and high moral, ethical and spiritual values; evidence of Christian humility, service, and character that engenders trust and confidence.

D. PERSONAL CHARACTERISTICS: Learner-centered; energetic and pleasant disposition; customer-oriented attitude; organizational and computer

skills; self-motivated and goal oriented; ability to facilitate team effort as well as ability to work independently; excellent written/oral and interpersonal communication skills; ability to work quickly to meet deadlines; strong work ethic, and willingness to learn and improve in all aspects of the position.

VIII. SKILLS, ATTRIBUTES AND EXPECTATIONS

The ideal candidate:

- A. Must have excellent verbal and written communication skills
- B. Must have excellent organizational, time management skills and the ability to handle multiple priorities.
- C. Must be able to gain and maintain confidence and cooperation of faculty, staff, administration, and students.
- D. Must have the ability to maintain and exercise discretion with confidential information, records and materials.
- E. Must be detail-oriented and be able to meet deadlines under pressure.
- F. Must have the ability to work with minimal supervision and frequent interruption, and the flexibility to work with changing workflow priorities.
- G. Must have excellent customer service skills and the ability to communicate with various university constituencies.
- H. Must demonstrate a willingness to comply with all university policies as set out in the staff/employee handbook.

IX. CONDITIONS OF EMPLOYMENT

- A. Possession of a valid Oklahoma driver's license is a requirement for this job in order to operate a university vehicle.
- B. Must pass a pre-employment criminal background check.

X. SPECIFIC DUTIES AND RESPONSIBILITIES

The specific duties of the Director of Security include (but are not limited to):

- A. Patrols assigned area on foot to ensure personal, building, and equipment security.
- B. Examines doors and windows to ensure security; uses University keys to open and close buildings; monitors closed buildings for unauthorized persons and/or suspicious activities.
- C. Assign parking passes for faculty, staff, and students
- D. Informs and warns violators of rule infractions.
- E. Provides escort services for visitors, students, staff, and faculty, as necessary; provides other public assistance, such as lockout services, jump-starts, and routine information.
- F. Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.

- G. Remains alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies police as appropriate; may confront and/or detain violators, as required, until police arrive.
- H. Performs periodic checks of street lights to ensure proper functioning; reports malfunctions as required.
- I. May provide safe and efficient transportation to University employees and/or visitors, as requested, using an institutional vehicle.
- J. Patrols and monitors assigned parking areas to provide public security and assistance.
- K. Maintains security controls for issued University keys for security staff.
- L. Prepares routine, standardized reports.
- M. May provide specialized security in retail or other complex operational area, requiring specific knowledge of the operating environment.
- N. Serves as Campus Security Authority as outlined by the Clery Act.
- O. Performs miscellaneous job-related duties as assigned.

XI. THE RIGHTS OF THE UNIVERISTY:

Southwestern Christian University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

Southwestern Christian University is a Christian institution of higher education affiliated with the International Pentecostal Holiness Church. Southwestern Christian University complies with federal and state guidelines for nondiscrimination in employment.