

## JOB OPENING

**Position:**        **Security Officer**  
                          40 hours per week

**Degree:**           High school diploma or GED required

**Reports to:**      Director of Safety and Security

**Responsibilities:**

- Check premises and buildings for presence of unauthorized persons or illegal entry
- Secure and unlock buildings, classrooms, etc., according to schedule
- Maintain fire/safety check during rounds
- Observe conservation matters regarding lighting, etc.
- Record rounds of described duties by means of watchclock/key stations and written reports
- Maintain confidentiality in a variety of situations
- Report activities and incidents to supervisor in a timely manner
- Take charge and make appropriate decisions under high stress and/or emergency situations
- Regular patrol of college parking areas and enforcement of college parking policy

**Requirements:**

- Ability to complete and maintain NY State Security Guard certification
- Maintain annual training in CPR and AED operation
- Excellent oral communication and interpersonal skills
- Must have or be able to learn basic keyboard and computer skills
- Ability to follow specific policies/directions in a variety of circumstances
- Able to walk and/or stand for long periods of time and repeatedly climb stairs
- Able to tolerate being outdoors in all weather conditions, sometimes for extended periods of time
- Willingness to work flexible hours, including nights, weekends, and holidays
- Must have a New York State Driver's License
- Occasional lifting – up to 75 pounds

**Houghton College is fully committed to a culturally diverse faculty, staff and student body. Successful candidates will evidence similar commitments.**

**Application Procedure:**

To apply please submit the following materials via email to: [jobs@houghton.edu](mailto:jobs@houghton.edu).

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review Houghton College's Vision of Our Common Life and Doctrinal Statement available here:

<https://www.houghton.edu/about/college-profile/a-vision-of-our-common-life/>  
<http://www.houghton.edu/spiritual-life/doctrinal-statement/>

1. Please provide a brief description of your journey to Christian faith. In what ways are you currently participating in a local church or fellowship?

2. Review the College's Vision for a Common Life statement. Based on your reading, what resonates deeply with you?
3. Based on your reading of the Vision for a Common Life, what would most challenge you about our learning community?
4. If you have significant concern with one of Houghton's beliefs or practices, how would you work with the concern to preserve both the community's integrity and your own?