

Job Posting

Position: Director of Safety and Security
Full time, 12 Months
Anticipated hiring salary \$60,000-70,000

Reports to: Vice President for Student Life

DESCRIPTION OF MISSION IMPACT:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world.

Providing a comprehensive, campus-wide environment that is focused on the safety and security of our living and learning community is paramount to the fulfillment of our mission. The safety and security of the campus ensures that prospective students are attracted to the university, current students experience a positive and productive community and the faculty and staff are able to support and instruct students in a distraction reduced environment rooted in our relationship with Jesus Christ.

Housed within the Office of Student Life ensures that the support and programming is centered on creating and maintaining an environment focused on students and their belonging on campus.

CRITICAL RELATIONSHIPS:

The Director of Safety and Security reports directly to the Vice President for Student Life

The Safety and Security Office must maintain excellent working relationships with every area of university function. The Department partners closely with Residence Life, Facilities, Conferences, Title IX Coordinator, and Technology Services.

The Director must also build and maintain relationships with outside agencies such as the New York State Police, Allegany County Sheriff's Office, County Emergency Services Office, Fire and Ambulance Departments, New York State Office of Fire Prevention and Control, and to a lesser degree, local government, Highway Departments, local businesses and churches.

ESSENTIAL FUNCTIONS:

- Responsible for overseeing all functions of the Safety and Security Department.
- Responsible for hiring, evaluating, and managing a team of safety officers that provide 24/7/365 support to the university community.
- Responsible for staffing and scheduling of officers, managing the departmental budget and department resources.
- Review and update the campus emergency management plan, parking management including permits and fines, office policies and procedures, and campus communications.
- Clery Act compliance, Annual Security Report, physical plant security, fire safety inspections and reporting.
- Overseeing, creating, and installing key and keyless access across campus.
- Perform Officer on Duty responsibilities

SUCCESS PROFILE:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- Communication: Must possess excellent oral, written, and presentational skills

- Organization and Attention to Detail: Must be well-organized, responsible, and consistent
- Approachability: Should convey a caring and respectful attitude toward others and have excellent interpersonal skills
- Commitment: The Director must have a commitment to and passion for serving university students
- Pace: Must be able to work under pressure and multi-task in a fast-paced environment
- Leadership: Must possess a leadership style that motivates the team to consistently defy the odds of performance and function is essential to keeping the department running successfully.

MINIMUM REQUIREMENTS:

- Possess a personal Christian faith that is reflected in one’s professional and personal life with a respect and agreement to live in harmony with the doctrines and positions of the Wesleyan Church, A Vision of our Common Life, and Doctrinal statement of university.
- Associate degree or equivalent, or certification as a Peace Officer.
- Demonstrated commensurate experience supporting the safety and security needs of others, preferably within the context of higher education.
- Have a valid driver’s license to drive in New York State
- Current CPR/AED certification
- Have or be able to complete certification as a New York State Security Guard
- In addition to the administrative responsibilities, the Director of Safety and Security must also be prepared to perform the duties of an On-Duty Officer to include working at any time of the day or night, significant amounts of walking, including stairs, indoor and out in every kind of weather we experience, and lifting up to 70 pounds.

Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University’s Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

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

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton’s beliefs or practices that you find challenging or problematic? If yes, please explain.