On-Duty Security Guard

40 hours per week, 12 months
Anticipated beginning pay rate: $16.83 per hour

Reports to: Director of Safety and Security

Statement of Mission and 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.

Essential Functions:
Since the Safety and Security Office maintains coverage 24/7/365, the On-Duty Security Guard may be assigned to work any day of the week, at any time of the day or night. The On-Duty position covers multiple duty schedules. This person may be scheduled to work shifts up to 12 hours long.

The following is a description of the duties that the On-Duty Security Guard may be required to perform during the course of their shift:

- Daily unlock/lock of campus buildings, each day during the regular academic year and throughout the summer Conference season. This includes checking for hazards in buildings such as plugged-in appliances in residence halls, candles left burning, maintaining proper emergency exits, and dangerous and/or slippery areas at building entrances.
- Regular foot patrol of all campus facilities for safety, policy, and physical plant deficiencies.
- Conduct road patrol of university properties including the equestrian center, parking lots, and athletic fields.
- Respond to a wide variety of calls for emergencies or other assistance from students, staff, and faculty and in some cases, community members and businesses. These calls may include fire or EMS calls, vehicle lock-outs, miner and simple vehicle repairs, reports of wildlife that may be a hazard, responding to dangerous situations that pose a safety risk and make judgment calls on the severity of a wide variety of maintenance issues that occur “after hours”.
- Patrol of parking lots, enforcing parking regulations and issuing tickets as needed.
- Assist with making and distribution of key and key cores and electronic building access systems.
- Monitoring of security camara systems

Success Profile:
To be successful in the position, it is critical to possess excellent communication skills, both written and verbal.

Must have a commitment to and passion for serving university students

The Safety and Security Guard must be able to balance a variety of tasks while managing an ever-changing schedule and set of demands.

Security Guards are typically on duty alone and are often the first-responders on the scene of any emergency that occurs on university property, and they may be the only university representative present at such times. They are expected to calmly and maturely manage any situation from behavioral, criminal, medical and mental health issues; building power,

heat and water interruptions; and weather-related emergencies. During more major incidents they may contact, and work, with State Police, fire and ambulance personnel, power and phone companies and town, county or state agencies.

Success in this position will require somebody who is self-motivated to perform routine duties in quiet times and also able to handle multiple often stressful and hectic situations in times of events or emergencies.

Statement of Requirements:

A successful candidate must:

- Possess a personal Christian faith that is reflected in one's professional and personal life with a respect and an agreement to live in harmony with the doctrines and positions of the Wesleyan Church, A Vision of our Common Life and Doctrinal statement of the university
- Possess a high school diploma with additional education preferred.
- Hold a valid New York State Driver's License
- Successfully pass a background check
- Have or attain certification in CPR/AED
- Have or be able to complete certification as a New York State Security Guard
- This position requires walking patrols around campus including repeated trips on stairs during every kind of weather condition we experience.
- Road patrolling of outlying university properties necessitates having a clean and valid driver's license.
- Some lifting of up to 70 pounds may also be required.

Houghton University is a Christ-centered, liberal art 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, 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.