



Position: Director of Campus Safety

Location: Montreat, NC

Reports to: Vice President for Student Life/Dean of Students

Status: Full-time, exempt, 12-month position

Summary:

This position is accountable for leading, promoting, and achieving the mission of the Campus Safety Department by serving the campus community; promoting the mutual responsibility of campus safety; striving for a safe and orderly campus learning environment; providing effective communication; supporting the educational mission of Montreat College; and ensuring respectful service to others with high integrity.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Manage the human resources of the department by selecting, training, directing and evaluating professional and paraprofessional staff members and ensure that they are knowledgeable of campus safety priorities and experienced in community relations.
2. Oversee the administration of the department by planning, directing and evaluating comprehensive, high quality programs to ensure a safe campus environment.
3. Serve as a safety consultant by advising college officials about appropriate strategies for crime prevention and risk management to contribute to a safe campus environment.
4. Establish and maintain effective department administrative controls by recommending and reviewing all relevant policies, protocols and procedures to ensure consistent application of safety practices and procedures. Insure that all department policies, protocols and procedures are in compliance with local, state and federal laws.
5. Foster safety education by developing collaborative educational programs to address personal safety issues and to ensure mutual responsibility for campus safety.
6. Manage the investigation process by developing and supervising a team approach to incident investigations to ensure effective and efficient action.
7. Provide support for special situations by being available for crisis management needs outside of regular working hours to provide safety expertise and input.

8. Foster community safety support by developing and maintaining effective relationships with law enforcement officials at the local and state levels to provide assistance and enforcement support.
9. Participate in divisional planning and contribute to divisional and college projects and committees as directed by the Vice President for Student Life.
10. Establish and maintain an Emergency Response Plan for Montreat College's Montreat and Black Mountain campuses along with oversight of the annual Clery Report. Ensure the education of faculty, staff and students on the emergency procedures as outlined by the Emergency Response Plan.
12. Ensure consistent mandatory training and qualification of supervisory staff on relevant skills necessary for delivering quality care and service to the multiple college constituencies.
13. Ensure regular mandatory training and qualification of supervisory staff authorized to carry a firearm in the performance of their duties.

Education and/or Experience:

This position requires a Bachelors degree (B.A) from a four-year college or university related to law enforcement/safety; five to ten years of experience in law enforcement and administration; or equivalent combination of education and experience.

Other Skills and Abilities:

1. Proven ability to relate effectively to a wide variety of people of many backgrounds, with an understanding and appreciation of cultural, ethnic and individual differences.
2. Understanding and appreciation of college age students is necessary along with the ability to communicate with sensitivity and maintain appropriate confidentiality.
3. Must demonstrate competence and skills in leadership and administration, including the ability to lead and motivate individuals and groups in achieving goals. The ability to mediate and solve problems creatively and wisely; the ability to work effectively with all constituents in a college community; and the ability to communicate effectively in written and verbal form.
4. Must demonstrate a comprehensive legal understanding of local, state and federal laws related to weapons as well as policies on use of force and force continuums. Prior administrative experience is essential.

Training and Experience

Applicants must possess or be willing to acquire a valid North Carolina operator's license, and hold a North Carolina BLET certificate as determined by the Criminal Justice and Training Standards Commission. All applicants/finalists must be willing to undergo drug testing, psychological evaluation, polygraph testing and a medical exam, as well as any other mandated requirements as outlined by the NC Department of Justice. In addition, applicants should possess strong interpersonal, organizational, oral and written communications skills. Qualified candidates must be

able to deal effectively with the public under varying and be sensitive to stressful conditions, as well as the ability to evaluate situations and make decisions independently that

reflect positively with the mission of the department, the institution, and the role of a community-oriented police officer.

Expectations/Benefits:

The Montreat College Campus Police Department is a progressive, professional, community oriented law enforcement agency. Officers of the department are highly trained, well-rounded professionals who are confident in their ability to evaluate situations and make decisions independently that reflect positively on the mission of the agency and the role of Campus Safety at Montreat College. Officers can expect a competitive salary and an additional benefits package to include life insurance, health insurance, tuition waiver, retirement, annual leave, sick leave and personal leave.

Application Process:

Review of applicants will begin immediately and continue until the position is filled. Candidates are requested to send the following materials:

1. Completed Application

<https://www.montreat.edu/wp-content/uploads/2017/08/application.docx>

2. Professional Resume
3. Cover letter
4. Personal testimony of salvation
5. List of three professional references

Send materials by email to:

Mary Ann Heinen

Administrative Assistant for Vice President of Student Services

Montreat College

mheinen@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.