



Position: Campus Police Officer; (evenings) Approximately 10-month role; Aug. 1 thru mid-May

Location: Montreat College, main campus

Start Date: August 1, 2019

A qualified candidate will have a personal commitment to Jesus Christ and affirm and support the [vision, mission, statement of faith, and community life covenant](#) of Montreat College.

Summary: This role will function to support the mission of the Campus Safety Department by performing routine security duties as well as serving the needs of the students in implementing and/or supporting the shuttle schedule between various campus residencies.

Policing Duties

- Communicate directional and safety information about Montreat College to students, staff and the general public.
- Educate the community about mutual responsibility in maintaining a safe environment.
- Relational approach to enforcement of federal, state, and college policies including but not limited to alcohol, drugs, weapons, parking, etc.
- Provide service to the college community's citizens (i.e. escorts, traffic direction, motorist assist, first responder, special event activity and parking enforcement).
- Handling calls for assistance in a timely manner.
- Opening and closing of buildings.
- Walking through buildings for as part of a community policing model on a regular basis during each shift (routine patrol).
- Help to regulate pedestrian and vehicular traffic; investigate traffic accidents and file preliminary accident reports; issue citations and warning tickets for vehicular violations when necessary.
- Perform a variety of community policing duties in patrolling assigned area on foot, on bike, or in police car to detect/prevent criminal or safety violations.
- Prepare and present testimony in court concerning traffic violations, specific criminal incidents and other offenses.
- Other duties as assigned by the Director of Campus Police and Security/Chief and/or Vice President of Student Services.

Education/Experience

This position requires an Associate degree (A.A) from a two-year college or technical school; preferably a minimum of two to five years of experience or more (in the field of criminal justice); or equivalent combination of education and experience.

In addition, applicants must possess 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. Applicants must possess strong interpersonal, organizational, oral and written communications skills. Qualified candidates must be able to deal effectively with the public under varying and often 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, and retirement.

Application Requirements:

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

1. Completed application [application](#)
2. Cover letter
3. Resume or Curriculum Vitae
4. List of 3 references with contact information

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.