



Position: Security 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.

Security Duties:

- Handling calls for assistance in a timely manner
- Opening and closing of buildings
- Help to regulate pedestrian and vehicular traffic
- Routine patrol
- Walking through buildings for as part of a community policing model on a regular basis during each shift
- Issuing of parking citations
- Serve on Parking Citations Appeals Committee
- Assist with security detail at special events (i.e. athletics, homecoming, dances, graduation)
- Keep daily logs with detailed dispositions of actions as mandated by Federal regulations in compliance
- Work with local law enforcement agencies
- Perform fire safety inspections
- Serve as shuttle driver as needed with positive, timely, professional customer service
- Other duties as assigned by the Director of Campus Safety and/or Vice President of Student Services

Qualifications/Expectations:

- Valid North Carolina driver's license
- Exceptional customer service
- Ability to relate to people in a professional and courteous manner
- Must have initiative and good judgment
- Good physical health i.e. ability to stand/walk for long periods of time
- Excellent organizational skills
- Supervisory experience preferred
- Security experience preferred

Education/Experience:

- High school diploma or equivalent; two years of college level coursework preferred
- Criminal Justice student or experience preferred

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.