



**Position:** Security Officer (part-time; non-benefited) Approximate 10-month role; Aug. 1 thru mid-May

**Location:** Montreat College, main campus

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
- Other duties as assigned by the Director of Campus Safety

**Transportation Coordination Duties:**

- Create and maintain a shuttle schedule ensuring student transportation needs are met between three sites in Montreat and Black Mountain
- Serve as shuttle driver as needed with positive, timely, professional customer service
- Adjust shuttle schedule to meet institutional needs
- Record and track mileage, fuel costs and maintain daily usage log for shuttle
- Assist in maintenance of vans i.e. cleaning, fueling, oil changes, etc.
- Assist in hiring of student drivers; maintain contact with student drivers re: schedule changes, etc.
- Manage and maintain transportation budget related to transportation expenses
- Serve on Parking Committee
- Other duties as assigned by 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

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

**Send materials by email to:**

Diana Rice

Administrative Assistant for Vice President of Student Services

Montreat College

[diana.rice@montreat.edu](mailto:diana.rice@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.