

# BELHAVEN UNIVERSITY

Belhaven University, a Christian university committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for Part-Time Campus Security Officer, who has a heart for Christ Jesus and students at the Jackson, Mississippi campus.

## **Responsibilities**

- Assist the Director of Campus Security as needed consistent with the policies and goals of Belhaven University.
- Communicate effectively and regularly with shift personnel including the Shift Supervisor.
- Control events as they occur on campus supporting the goals of the Security Department.
- Supply detailed daily report of activities experienced on shift.
- Control building and room lock down / opening consistent with requirements put forth from the Office of Campus Operations.
- Assist students with inquiries or refer them to appropriate office/person.
- Keep open timely channels of communication with students concerning policies, procedures, and any changes in schedule.
- Participate in staff meetings and other committee meetings as needed/assigned.
- Participate in training programs as directed to support Belhaven Security policies.
- Maintain a neat and professional appearance and dress in the approved security uniform.
- Perform other related duties as requested by the Shift Supervisor.

## **Qualifications**

- Fully support the University Vision, Mission and Statement of Faith.
- Minimum of High school diploma
- Prior Security Experience is preferred but not required
- Excellent oral and written communication skills.
- Possess the knowledge, skills, and abilities to perform the specific duties of the position.
- Willingness to work evening and weekend hours as needed.
- Able to function on foot patrol and to work outdoors in inclement weather for extended periods of time.
- Possess a valid driver's license.
- Submit to and successfully completes a background investigation.

## **Compensation**

- Compensation is commensurate with qualifications and experience. The University supplements major medical insurance.

## **Application Process**

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link [http://www.belhaven.edu/belhaven/employment\\_pdfs/LetterOfEmploymentCommitment.pdf](http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf) to review Belhaven University's Commitment Statement including our employee

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expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

**Send, or email complete application packet to:**

Virginia C. Henderson  
Director of Human Resources and Payroll  
Belhaven University  
1500 Peachtree Street  
Jackson, MS 39202  
Email: [vhenderson@belhaven.edu](mailto:vhenderson@belhaven.edu)

Employment at Belhaven University is contingent upon the results of an independent background check.