

BELHAVEN UNIVERSITY

Campus Security Coordinator

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 1,000 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

Description of Position

The Campus Security Coordinator for Campus Security supports the administration of services needed to provide a safe and secure campus. These include, but are not limited to, assisting the Director of Campus Security in implementing established Belhaven policies.

Responsibilities

- Assist the Director of Security in gathering and consolidating information for report preparation and VP for Student Development when requested.
- Coordinate customer services to include University ID production, issue parking permits, and maintain office presence during regular business hours.
- Set up and maintain filing systems and all required spreadsheet reports for management to include budget reconciliation, campus vehicle registration, campus fines and violations, Security Officer Reports, Crime Statistics, Incident Reports, weekly preventive maintenance schedules regarding fire extinguishers, campus decorative lighting, emergency lighting, exit lighting, silent monitoring equipment, and Detex devices.
- Monitor performance of all ID, surveillance, and computers used in the Security Office and report needed repairs to the Director of Security and weekly progress reports for doors and camera operations.
- Catalogue incident reports, Security Officer Reports, and Crime Statistics for use with campus and Federal reporting (Clery Act).
- Coordinate work order repair requests from security to the maintenance department.
- Coordinate uniform usage and purchases.
- Track office supply inventory and usage.
- Track and coordinate all security vehicle maintenance with the Director of Campus Security.
- Prepare and coordinate the security calendar of upcoming events on a quarterly basis.
- Maintain a neat and professional appearance both personally and for the office environment.
- Assist campus security applicants with HR paperwork and newly hired campus security staff with HR/IT training and timesheet entry training.
- Perform other related duties as requested by the Director of Campus Security.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith.
<https://www.belhaven.edu/about/mission/>
- Bachelor's degree is preferred
- Excellent oral, written communication and computer skills
- Able to multi-task with attention to detail
- Possess strong organizational skills
- Possess a valid driver's license
- Able to maintain confidentiality of the Security Department at all times
- Work location is on site, Jackson, MS

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
to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

Email complete application packet to:

Andrew Vasant
Director of Campus Security
Belhaven University
Email: avasant@belhaven.edu

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