

## JOB DESCRIPTION

<b>Position Title:</b>	Director of Security		
<b>Business Unit:</b>	Campus Security/IRE	<b>Status:</b>	Full-Time(exempt)
<b>Reporting to:</b>	Director of ITS	<b>Salary Range:</b>	TBD based on Qualifications

<b>Background:</b>	<p><u>University Overview</u>          Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u>          Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u>          Inspiring knowledge, faith, and service through Christ-centered education.</p> <p><u>Values Statement</u>          Southwestern Adventist University Values</p> <ul style="list-style-type: none"> <li>▪ Integration of a Seventh-day Adventist worldview into daily life</li> <li>▪ Education that enriches life and promotes achievement</li> <li>▪ Interaction that affirms faith, integrity, and humanity</li> <li>▪ Responsibility for ourselves, our neighbors, and our world</li> <li>▪ Service as ministry for Christ</li> </ul>
<b>Position:</b>	<p>The Director of Security is responsible for overseeing the security department of this institution. This individual administers and maintains policies to assure the safety of property, assets, and people at this institution. It is the responsibility of the director to recruit, train and schedule security personnel. Must have a background in security and/or safety, and knowledge of State and Federal Security Laws, the Clergy Act, and Title IX.</p>

<p><b>Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• ID card activations</li> <li>• Campus access control</li> <li>• Manges Keys (issue to employees, replace, keep records)</li> <li>• Clery Act compliance</li> <li>• Assists with Title IX</li> <li>• Manage security officers</li> <li>• Ensure compliance with State and Federal security laws</li> <li>• Maintain locks</li> <li>• Safety training for employees and students</li> <li>• Coordinate with local law enforcement when appropriate and needed</li> <li>• Help facilitate events on campus in terms of security and safety needs</li> </ul>
<p><b>Requirements:</b></p>	<p><b><u>Primary Requirement</u></b></p> <ul style="list-style-type: none"> <li>• Bachelors degree in any security and/or safety related field of study.</li> <li>• Must have at least 3 years as director of security and safety, campus experience preferred.</li> <li>• Strong leadership, communication, and interpersonal skills with the ability to collaborate effectively with diverse stakeholders.</li> <li>• Excellent communication skills – both oral and written.</li> <li>• Ability to manage multiple projects and timelines.</li> <li>• Security license.</li> <li>• Knowledge of access control systems.</li> </ul> <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p> <p><b><u>Other Requirements</u></b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates a genuine love for and commitment to Southwestern Adventist University</li> <li>▪ A flexible and positive outlook, goal driven</li> <li>▪ Demonstrates cooperative team spirit and enjoys working with people</li> </ul>
<p><b>Work Conditions</b></p>	<p><b>Job Condition:</b> Candidate should be willing to work nights and weekends, indoors and outdoors, in all forms of weather. Standing and walking for extended hours. Occasional lifting and manual labor.</p>



***This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.***

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