JOB TITLE: Director of Campus Safety  
DEPARTMENT: Campus Safety  
SUPERVISOR: Chief Information Officer  
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:
The Director of Campus Safety will manage the personnel and processes of the Campus Safety Department. The director will supervise campus compliance with safety regulations by drafting policy and developing emergency action plans. This position will be responsible for the long term development of the department in alignment with the strategic plan of the University.

PERFORMANCE RESPONSIBILITIES:
1. Leadership and management of the Campus Safety Department to include hiring, training, direction and supervision.
2. Chair WJU Safety Committee and Clery Act Committee.
3. Oversee the management of the University Access Control System
4. Make suggestions for security and safety measures in the building of new facilities.
5. Pioneer improvements in University compliance with local, state and federal law.
6. Represent the department for parent information meetings, campus forums, new student orientations and media relations.
7. Draft, implement and update campus safety policies operating procedures, and safety initiatives.
8. Supervise the implementation of ICS and NIMS training with site leadership.
10. Coordinate working relationships with the Student Development Office concerning issues of discipline.
11. Maintain effective, collaborative and proactive relationships with local, state and federal law enforcement agencies, as well as other college and university police and security departments.
12. Respond to University emergencies and crisis situations.
13. Coordinate campus compliance with Campus Safety policy.
14. Manage the inventory, ordering and maintenance of Campus Safety equipment.
15. Plan, propose and implement Campus Safety Budget.
16. Any and all duties assigned by direct supervisor.

QUALIFICATIONS
EDUCATION/CERTIFICATIONS:
- Bachelor’s Degree
- Valid BSIS Guard Registration G
- Valid Driver’s License

REQUIRED KNOWLEDGE:
- 10 Years’ Experience in the Safety Field.

SKILLS/ABILITIES:
- Skill in generating trust in senior staff and administration, and the support of the campus community.
- Excellent oral and written communication skills.
- Knowledge of public relations and community policing.
- Skill in developing strong community relations and building bridges between the campus community and surrounding community.
- Ability to work effectively within the culture of the University, with sensitivity to issues of diversity.
- Must have a collaborative and collegial style of leadership, with the ability and willingness to work as a member of a team, and to foster a team environment within the department.
WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
Much of the employee’s working time will be spent outdoors in all types of weather. Some driving required. The employee may be required to deal with hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and may be required to stand for long periods, work with security equipment or machinery, walk, run, kneel, crouch, stoop or crawl. Some driving required. The employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 60 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature                  Date