



JOB TITLE: Deputy Director of Campus Safety
DEPARTMENT: Campus Safety
CAMPUS: Portland
SUPERVISOR: VP of Campus Operations
FLSA STATUS: Exempt

MAJOR PURPOSE

The Deputy Director of Campus Safety will manage the personnel and processes of the local Campus Safety Department. The Deputy Director will ensure campus compliance with safety regulations by enforcing policy and developing emergency action plans in collaboration with the University Director of Campus Safety.

This position, while managed by a Campus VP, is also accountable to the corresponding University department leadership for conformity and alignment with the policies and procedures of the University.

Due to the nature of the work, this position is 100% in person and on campus with occasional remote work options as agreed upon with the supervisor. Additionally, this position must be able to respond to unforeseen events or urgent situations outside of regular working hours or make arrangements during times of unavailability.

ESSENTIAL FUNCTION

- Directs and implement the security and safety policies and procedures on campus
- Provides supervision and leadership for all shifts
- Manages the hiring, scheduling, training, and performance management
- Commands campus emergencies and crisis situations in accordance with standard operating procedures
- Conducts, supervises and evaluates campus emergency response drills
- Ensures all compliance measures are implemented and maintained including all logs, statistics gathering, training, and proper report writing
- Oversees the management of the campus Access Control System
- Collaborates with the University Director of Campus Safety regarding local campus security and safety measures
- Represents Campus Safety at campus parent information meetings, campus forums, new student orientations
- Develops and cultivate relationships with third party emergency personnel
- Serves on the campus Care Team
- Duties assigned by the direct supervisor

QUALIFICATIONS

Education/Certifications

- Bachelor's Degree preferred
- Valid Executive Manager License and Private Professional Security certification with DPSST
- Valid local driver's license and ability to successfully pass a driving record review by University insurance carrier
- CPR/AED/First Aid (Certification obtained within two months of hire date)

Required Knowledge/Experience

- 3 Years Experience in the Security/Safety Field
- 2 years advisory experience

Skills/Abilities

- Excellent interpersonal skills and ability to relate well to the diverse populations
- Sound judgment and ability to maintain confidentiality
- Ability to remain calm under periods of intense stress
- Excellent reading comprehension and writing skills
- Strong technical aptitude
- Ability to act and work independently of direct supervision
- Willingness to respond to emergency call-in/report to work situations
- Flexibility to work any of required shifts with notice
- Completion of approved field training program (FTP) prescribed by the department within a six-month period
- Completion of required trainings to include pepper spray exposure training and handcuff application
- Ability to work at night, during weekends, holidays, and special events as required

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup as a private Christ centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS

Much of the employee's working time will be spent in indoor and or outdoor venues in all types of weather and might require standing for long periods, moderate to loud noise levels; and tile, concrete, carpeted floors, courts with hardwood floors, concrete floor warehouse, and outdoor grassy areas. The employee may be exposed to heat/sun or inclement weather when working outdoors.

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 40 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 are 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. 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 to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date