CAMPUS SAFETY SPECIALIST

SUMMARY

The Campus Safety Specialist, reports to the Director of Campus Safety, is responsible for maintaining and updating the University’s access control systems and records, faculty, student, and staff data base; devices; and inventory. Collaborating with University personnel to establish and enforce standards for installation and function of access devices (CCTV, Access Control, ID Cards, etc...) Analyze access needs, vulnerabilities, and take appropriate action to ensure the safety and security of North Park University’s on-campus community, assets physical and electronic access resources. Work with other department leadership, make recommendations for best practices for managing key inventory and securing departmental assets. Maintain appropriate inventory to ensure expedient response to any access issues.

Will assist the Director of Campus Safety with hiring, advising, mentoring, training, and evaluating department personnel; develops and administers operational programs; assigns duties, maintains harmonious relations, promotes efficiency, and effectively responds to disciplinary matters. Collaborates with various departments, external stakeholders and first responders, in the intelligence gathering and security planning of unplanned and planned university events; plans, develops and coordinates university safety operational guidelines, policies and procedures, manuals and university safety programs; interprets policies and enforces compliance to those policies. Participates in annual CSA compliance training and adheres to the guidelines of the Campus Security Act when carrying out the duties of this position.

ESSENTIAL FUNCTIONS

- Fulfills requests for employee, student, and guest access to various online and offline access control devices. Ensures expiration dates are included to prevent extended authorized access beyond specified time limits. Coordinates with Human Resources and department leadership to remove separated individuals from access devices. Performs training when asked to departmental staff on how to add and delete personnel.
- Evaluates departmental key systems and consults with departmental leadership to recommend keying strategies that are conducive to employee/asset safety and security.
- Monitors University Access Control Systems (SALTO, Avigilon, Basis, Key Pro, Key Stone, Blackboard) to ensure proper function of system components (locks and CCTV.)
Collaborates with University IT to ensure systems are maintained properly and that data is secure and backed up. Performs preventative maintenance on various electronic key cabinets (cleaning, reprogramming, device refurbishing.) Submits and tracks work orders to University IT when network issues create access device outages.

• Monitor and address work orders for access control devices that are not functioning properly. Troubleshoot access systems to determine problem and/or create and track work orders for University Key Shop employees to manage repairs.

• Assesses security risks and provides recommendations on strategies to promote employee, guests, student, and asset safety and security. Aids with promoting accurate key control and loss prevention/risk management.

• May attend planning meetings and conferences to discuss University projects and ensure University Access Control design standards are being incorporated properly into renovations/new construction. Review architectural drawings to verify proper adherence to specified standards and function. Provides direction and assistance with projects to ensure timely completion and security throughout projects.

• Assist with the planning and organizing of all personnel and activities necessary to establish a safe, secure, and welcoming educational and work environment. Delegation and supervision of departmental needs and special projects and tasks.

• Assist with supervising and evaluating the performance of subordinates; determine and monitor follow up actions as needed.

• Assist in developing and implementing the department training program including for new hires, and ongoing refresher and developmental trainings

• Review daily log and incident reports, and departmental activities to identify any deficiencies or violations of federal, state, or local laws, or college and department policies, procedures, or protocols.

• Reviews incident reports, log entries, and other communications, as well as changes to policies, laws, or industry trends to determine training needs in conjunction with the director. Serve as a liaison for the Department, representing the Department across the University and establishing connections with other departments and divisions.

• Assist with emergency preparedness activities on behalf of the department, including but not limited to assisting with Emergency Notification System messaging, training across campus, coordination of emergency signage across campus and more. Assist with ensuring adequate staffing for all shifts including assigning overtime and adjusting the department schedule for illnesses and injuries.

• Liaise with student groups and organizations and will work with the Director and community groups on the development, implementation and delivery of outreach/education programming and crime prevention offerings for the campus communities.

• Assist in the Departments responsibilities for Clery compliance, assists in the training of campus personnel on their required reporting responsibilities and assisting in submitting the Annual Clery, Security & Fire Report.
REQUIRED SKILLS, ABILITIES, AND/OR LICENSURE

- Demonstrated skills in physical and community public safety issues (e.g., lighting, CCTV, locking systems, patrolling, reaction force management, public safety systems, emergency response, community policing).
- Candidates should have 2+ years of progressive responsibility and recent direct work-related experience in the physical security field.
- Experience with security systems management software.
- Industry certifications are highly desirable.
- General construction knowledge and the ability to read and update building schematics and AutoCAD drawings.
- Excellent verbal and written communication skills are required.
- Successful candidates will need to work well under pressure in a complex environment with competing agendas, personalities, and restraints.
- Strong analytical and organizational skills.
- Familiarity with networking concepts such as Virtual Local Area Networks, Firewalls, Routers, etc.
- The incumbent will have a good grasp of project planning and budget estimation for complex projects.
- Ability to organize, coordinate, and supervise support staff.
- Ability to interpret institutional policies, plans, objectives, rules and regulations, and communicate this information to subordinates and others.
- Ability to prepare and present detailed studies and reports. A working knowledge of federal, state, county and city law enforcement rules and regulations.
- Excellent verbal, written, and interpersonal communication skills in a diverse college setting are essential.
- Possess strong interpersonal skills and be able to prepare and deliver presentations before small, medium, and large groups of people.
- Experience working with culturally diverse populations is desirable.
- Proficiency with Microsoft Word, Excel, and PowerPoint.
- Trained in the National Incident Management System (NIMS) Incident Command System (ICS).
- Valid driver's license with good driving history required.
- Ability to be available 24/7 in the case of emergency and periodic supervisory presence on all shifts.
- Personal commitment to and ability to effectively articulate North Park University’s mission and philosophy of Christian higher education.

MINIMUM EDUCATION

- Associates degree in criminal justice, computer programming, management, public policy, or a related field preferred. An equivalent combination of education, training and experience will be considered.
MINIMUM EXPERIENCE

- A minimum of 3 years' experience as a public safety professional on a college campus or similar environment required, with a demonstrated ability to communicate and work collaboratively with a diverse on campus community.
- A minimum of 3 years of experience required in the management of campus law enforcement or public safety access control (CCTV, electronic locks, etc.).

**An equivalent combination of education and experience may also be considered.

Other Information

Individual should be knowledgeable in the use of Microsoft Office suite, or similar, including Outlook, Excel, PowerPoint, and Word. Additionally, with training and familiarization, should be able to access and use web and cloud-based software for other specialty applications.

Believing that diversity, equity, and inclusion contribute to excellence in the workplace and to the quality of the University's academic environment, North Park University, Campus Safety Department is committed to recruiting and retaining a diverse staff to support, promote, and serve a diverse student body and promote Inclusive Excellence.