



EMPLOYMENT OPPORTUNITY

Date: August 8, 2022

Open until filled

If you have questions regarding this position, please contact Josh Harper at jharper@multnomah.edu.

Job Title: Campus Safety Support Operations Coordinator

Reports To: Director of the Department of Emergency Management and Campus Safety

Mission: *The mission of the Multnomah University Emergency Management/Campus Safety Department is to provide and foster a climate that allows individuals to live, study, work, and visit campus in a safe environment. Areas of focus include workplace safety, fire safety, weather safety, and safety from crime. This position is responsible for coordinating the administrative operations and support.*

Primary Responsibilities:

Liaison - *Ensure communication between campus safety officers and Director*

- Give direction to Campus Safety personnel as instructed by the Director.
- Keep the Director informed of any personnel issues.
- Keep the Director informed of any operational issues.
- Keep the Director informed of all significant incidents and activities on campus.
- Completes assignments as directed by the Director.

Administration - *Perform administrative duties in support of the department.*

- Review Campus Safety Daily Activity reports for grammar, spelling and accuracy.
- Reviews Campus Safety Incident Reports for grammar, spelling and accuracy.
- Reviews and ensures timely entries into the Daily Crime and Fire Log.
- Assists officers by advising of deficient reports.
- Maintains current, all forms and documents used by the department.
- Works with the Patrol Coordinator and the Director to onboard and train new officers.
- Responsible to use time wisely. Patrol activities must be weighed in with Administrative Duties.

Patrol - *Safety and security of the campus and the students, staff, faculty and others using campus.*

- Perform random but frequent Campus Patrols throughout the shift.
- Perform random but frequent Building Patrols throughout the shift.
- Use of patrol vehicle, bikes, and foot for patrols around campus.
- Perform public assists when requested (Vehicle lockouts, Vehicle jump starts, escorts, etc.)
- Assess situations for safety and criminal activity. Contact 911 if situation is beyond the skills or resources available to Campus Safety at the time.
- Engage with the community and exercise "Community Policing" whenever possible.

Parking Management Program (PMP) - *Administer PMP under the supervision and direction of the Director.*

- Point person for the department, working with vendor "Rydin".
- Oversee the operations of the Parking Management Program.
- Train officers in the use of Rydin Parking Management System.
- Train officers to navigate the Rydin System so as to assist Multnomah Community members in establishing an account in the system and obtaining a parking permit.

Communication Skills and Work Habits - *Maintain a Christ-like testimony in all aspects of the job.*

- Communicate openly and clearly in a Christ honoring manner, within the department and to the community.
- Represent Multnomah well in dress, grooming and actions.
- Show discernment in the use of time.
- Communicate regularly and provide regular updates to the Director

MULTNOMAH UNIVERSITY

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Qualifications:**Job-specific Requirements:**

- 1 year in institutional security, police work, or first responder work preferred.
- Possess a current and valid driver license
- Obtain the following certifications and licenses within 1 month:
 - DPSST Unarmed Security and Supervisory Manager Certifications
 - CPR/1st Aid/ AED Certifications
- Ability to obtain other certifications and licenses as needed
- Demonstrated interpersonal skills
- Computer literate
- Demonstrate exceptional work ethic.
- Ability to maintain confidentiality
- Extremely trustworthy
- Demonstrated organizational skills
- Show self-initiative
- Possess the ability to walk and stand for extended periods of time
- Ability to work in high stress or confrontational environments
- Ability to maintain composure and respond rationally in emergencies

General Employment Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah contain the following relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be Christian role models in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

This is a full-time support staff position with benefits including medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment. A generous Employee Tuition Grant is available after 1 year of employment.

To Apply, find the application link here: <http://www.multnomah.edu/careers>

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Filename: OPEN Campus Safety Operations Coordinator 08 2022
Directory: Y:\Shared\HR\4. Job Openings\712 Campus Safety
Operations Coordinator 07 2022\HR
Template: C:\Users\tmoreschi\AppData\Roaming\Microsoft\Tem
plates\Normal.dotm
Title:
Subject:
Author: User
Keywords:
Comments:
Creation Date: 8/8/2022 1:43:00 PM
Change Number: 2
Last Saved On: 8/8/2022 1:43:00 PM
Last Saved By: Tracy Moreschi
Total Editing Time: 1 Minute
Last Printed On: 8/8/2022 2:04:00 PM
As of Last Complete Printing
Number of Pages: 2
Number of Words: 836 (approx.)
Number of Characters: 4,770 (approx.)