



**POSITION ANNOUNCEMENT
Part-Time Safety Officer**

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University is seeking a Part-Time (24 hours), 12-month, *Safety Officer* for its Campus Safety Office. The position reports to the Campus Safety Coordinator and is available immediately, upon appointment of a successful candidate. The University pay grade for this position is "B" and the rate of hourly compensation is \$12.88, with a shift differential if applicable. The candidate will also receive holiday pay.

Responsibilities for this position include:

- Assisting with campus safety, traffic, and policies and procedures
- Patrolling buildings and grounds, watching for safety and security risks, including off campus trespassing, vandalism, theft, fire, and other safety hazards
- Assisting with event parking and traffic flow
- Responding to calls for service
- Locking and unlocking campus facilities as needed
- Documenting incident reports and traffic reports
- Work with Excel, Word, and Adobe illustrator when needed
- Other duties as assigned

Expectations for the successful candidate:

- Must be 21 years of age or older
- High School Diploma
- Evangelical Christian confession of faith
- Previous experience with law enforcement or security agency preferred
- Proven conflict management skills
- Ability to communicate effectively with students and employees
- Ability to read and interpret documents such as safety rules, instructions, and procedure manuals
- Ability to travel for extended periods and to work hours outside of the traditional work day
- Ability to accurately write routine reports and correspondence
- Ability to handle sensitive material in a professional, confidential manner
- Valid and clear driver's license
- Must pass a background check and safe driver test
- Be on-call to cover shifts when needed
- Work Holidays
- Ability to walk long distances
- Ability to lift and/or move up to 50 pounds

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.