



## **Security & Dispatch Staff**

Full Time / Hourly / Non-Exempt

### **REPORTS TO**

Director of Safety & Security and Assistant Director – Safety & Security Services

### **DEPARTMENT**

SNU Safety & Security

### **EFFECTIVE DATE:**

August 17, 2020

### **JOB SUMMARY**

Assist in providing a safe environment for students, faculty, staff, and visitors of Southern Nazarene University. Provide proactive safety and security against unlawful activities on SNU's main campus or off-campus locations as well as front line communication between Safety & Security department and campus/community constituents and local authorities.

### **RESPONSIBILITIES**

#### **Essential Functions:**

- Scheduled locking and unlocking of campus facilities
- Patrolling campus grounds to help ensure adherence to applicable laws, university regulations and policies, etc.
- Parking and crowd support or supervision at events on campus.
- Coordinating with and assisting local authorities with emergencies, disturbances, and/or violations of the law on campus.
- Answering and logging incoming and outgoing calls to the security dispatch desk.
- Directing emergency calls and providing information to local police and fire departments.
- Directing calls to officers and advising actions for other Safety and Dispatch staff as needed.
- Monitoring campus-wide video surveillance systems.
- Monitoring campus fire and emergency systems
- Monitoring severe weather situations and advising of impending weather events.
- Monitoring campus and emergency radio systems.
- Provide other assistance as needed to students, faculty, staff, and visitors relating to minor vehicle problems (dead battery, keys locked in a vehicle, tire change, etc.)
- Other duties and responsibilities as assigned



### **Required Qualifications:**

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity
- High school diploma or equivalent education completion certification required.
- CLEET Certification (Level I & II) or ability and willingness to get certification in a reasonably short time frame
- Personal health and fitness level that will allow for significant time periods of walking, standing, running, and/or stair climbing, lifting or moving moderately weighted items, and possible physical contact with other individuals as it would relate to security or law enforcement duties
- Proven organizational and prioritization skills
- Excellent interpersonal relationship skills
- Good written and oral communication abilities as they pertain interpersonal relationships as well as incident and crime reporting
- Proficiency with technology that could be related to email, word processing, utilizing video surveillance systems, processing parking violations and citations, etc.

### **Supervision Received:**

- Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

### **Supervision Exercised:**

- May be responsible for the coordination of work assignments for student employees.

### **Availability:**

- Full Time
- Primarily 40 hours per week with the possibility of overtime as needed for special events or holidays

## **BENEFITS**

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement, tuition remission, vacation, sick leave, personal days, and holidays.

**Updated: April 15, 2019**

**SOUTHERN NAZARENE UNIVERSITY  
DIVERSITY STATEMENT**



Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY  
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Employees contact:

Gail Collier  
Director of Human Resources  
Southern Nazarene University  
6729 NW 39<sup>th</sup> Expressway  
Bresee Hall, Room 306  
Bethany, OK 73008  
[405-491-6333](tel:405-491-6333)/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

Dr. Lena Crouso  
Vice-President for Intercultural Learning and Engagement, Chief Diversity Officer  
Southern Nazarene University  
6727 NW 39<sup>th</sup> Expressway  
Bresee Suite 200  
Bethany, OK 73008  
405-491-6600/ Email: [lcrouso@mail.snu.edu](mailto:lcrouso@mail.snu.edu)

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

**Title IX Coordinator:**  
Mike Redwine  
Executive Vice President  
Southern Nazarene University  
6729 NW Expressway  
Bresee Suite 202  
Bethany, OK 73008  
[405-491-6306](tel:405-491-6306)/ Email: [mredwine@snu.edu](mailto:mredwine@snu.edu)



### **TITLE IX DISCLOSURE**

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, including dismissal or termination of employment.

\*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).