



Position Title: Chief of Campus Security

Wage Category: Salary, full-time, benefit eligible
Current Department: Student Development
Supervisor: Vice President of Student Development, Dean of Students

General Position Responsibilities:

- Maintain current licensing and certification with the State of Montana including:
 - Resident Manager Status
 - Security Guard License
 - Firearms Endorsement
 - Firearms Instructor Certification
- Recruit, train, deploy, and manage all security personnel.
- Maintain a safe and secure environment on campus.
- Maintain formal relationships with local law enforcement.
- Work with Student Development staff to learn and respond to changing needs for student safety.
- Maintain, publish, and display the campus crime log in compliance with the Clery Act.
- Assist Title IX coordinator as needed with investigations.
- Enforce all Student Code of Conduct, and campus-wide policies.
- Implement and create as needed campus emergency response procedures.
- Implement campus training programs for ALICE and others.
- Other duties as assigned.

General Position Requirements:

- Meet the Resident Manager requirements with the State of Montana as follows:
 - 18 years of age or older.
 - United States citizen or legal permanent U.S. resident.
 - Experience requirements for resident managers of contract security companies and proprietary security organizations are as follows:
 1. Two years full-time (35 or more hours per week) experience as:
 - a. an employee or employer in the field for which licensure is sought;
 - b. a sworn member of any: federal investigative agency; military police; or state, county, or city investigative or law enforcement group or police department; or
 - c. supervisor or administrator in industrial or governmental security; or

2. Vocational training of at least four, 12-credit semesters in security company operations.

- Completed Montana Law Enforcement Academy or equivalent.
- Ability to interact effectively with administration, staff, peers, faculty and students in a professional, courteous and cooperative manner.
- Ability to handle high activity and stress.
- Ability to work professionally and reasonably with confidential materials.
- Ability to organize the different duties that must be accomplished.
- Ability to accomplish job duties in an accurate, effective, efficient, and timely manner.

General Position Skills:

- Ability to work very well with people.
- Excellent written and oral communication skills.
- Ability to promote and develop programs.
- Strong organizational and decision-making skills.

Working Conditions:

- Generally pleasant.
- May be subject to frequent interruptions.

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

Please submit a resume, cover letter and three professional references to ugf.hr@ugf.edu or Human Resources 1301 20th Street South, Great Falls MT 59405.