



Position Title: Chief of Campus Security

The University of Great Falls (UGF), founded in 1932, is a four-year, private, Catholic liberal arts university located in Great Falls, Montana. The University of Great Falls is a ministry of Providence Health and Services (PH&S), sponsored by Providence Ministries. The University has an enrollment of 1100 students and offers bachelor and master degrees in a variety of professional and liberal arts programs. Students are prepared for careers as well as lives of meaning, purpose, and service. Applicants must possess a personal philosophy compatible with a Catholic University environment.

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.
 - Demonstrates a commitment to the philosophy, mission, core values, and goals of the University and PH&S, including:
 - The university's mission, as a private Catholic liberal arts institution that prepares students for living and for making a living.
 - The ability to integrate values of justice, respect, compassion, excellence, and stewardship into programs and services.
 - Previous work record demonstrates personal integrity, veracity, and trust.

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.