



Corban University
Position Description

CAMPUS SAFETY SUPERVISOR

DEPARTMENT: Campus Safety
REPORTS TO: Director of Campus Safety
SUPERVISES: Campus Safety Officers and Senior Officers
FLSA STATUS: Full Time / Non-Exempt
Revised March 2019

Please See Application Instructions on Page 3

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: Reporting to the Director of Campus Safety (DCS), the Campus Safety Supervisor assists in managing the safety and security functions of the college, coordinating incident response, and overseeing patrol operations during assigned hours of duty. The Campus Safety Supervisor is required to reside on campus in order to perform the job duties and Corban will provide a 1-2 bedroom apartment as part of the employment agreement. Under the direction of the DCS, the Campus Safety Supervisor is responsible for ensuring compliance with federal, state and municipal law as well as Corban University policy and procedures. Ensures quality control of all reports, documents, personnel tasks, and response of assigned officers.

ESSENTIAL FUNCTIONS:

- Provide training, leadership and supervision of student officers and senior officers assigned to designated shift including but not limited to
 - Assign duties; monitor attendance, appearance and alertness; maintain discipline; observe and evaluate performance, demeanor and conduct; participate in corrective action conversations; initiate individual career and corporate team building.
- Ensure implementation and accountability in on duty operations.
- Under the direction of the DCS, ensure proper emergency protocols for any crime, emergency, or other serious incident, in accordance with the Corban University Emergency Plan.
- Review, provide quality control, and approve all reports, log entries, and other documents created on respective shifts.
- Ensure all notifications have been made in timely fashion, that accurate information has been communicated, and that information has been properly documented and updated as needed.
- Complete weekly reports documenting shift issues and successes as well as community contacts, problem-solving activities, and safety / security recommendations.
- Coordinate internal programs such as resident life liaison program, Community Policing projects, safety assessments, new hire orientation, and special event operations
- Coordinate projects such as fire safety drills partners such as Chemeketa Community College Public Safety, Willamette University Campus Safety, Salem Police Department, Salem Fire Department, and Salem Ambulance Service



- May perform duties designated for a patrol officer or dispatcher.
- May be assigned to special projects including policy development, competencies revisions, training activities, compliance, and cameras or physical security assessments.
- Assist in development and implementation of overall vision of the University and department.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent oral and written communication skills, including the ability to articulate observations and explain actions, to write clear and concise reports, as well as make presentations to the campus community;
- Excellent interpersonal and listening skills; understands and follow written and verbal directions;
- Ability to demonstrate self-restraint in challenging situations
- Ability to relate to and gain the confidence and cooperation of the Corban community;
- Ability to deal tactfully and effectively with a wide variety of people and act calmly and rationally in an emergency;
- Ability to work without direct supervision, handle multiple priorities, and maintain confidentiality;
- Ability to operate computer equipment and a 2-way radio;
- Ability to perform minor maintenance.
- Coaching skills to support a culture of accountability, good judgment, excellent customer service, reliability, discretion, decision-making and problem-solving abilities,
- Demonstrated ability to work in a multi-cultural setting.

QUALIFICATIONS AND REQUIREMENTS:

- Degree in Criminal Justice, business or law enforcement preferred or related experience in an Institution of Higher Education;
- Must have current armed/unarmed security professional, supervisory manager, and trainer certification.
- Must live on campus in university provided 1-2 bedroom apartment
- Must have at least two documented years' of supervisory experience demonstrating command leadership capabilities with a coaching team development philosophy;
- Must be trained in critical incident management including the Incident Command System. (NIMS 100, 200, and 700 minimum, 300 and 400 preferred)
- Current First Aid and CPR certification;
- Must be able to pass a background investigation achieving results commensurate with standards reflecting high degree of adherence to the law.
- Must be at least 21 years of age, have a valid motor vehicle operator's license good driving history, and be insurable
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in the institutional Statement of Faith.
- Candidates should value an environment that reflects the diversity of God's kingdom engages in global concerns and connects culturally.



WORKING CONDITIONS:

Work environment requires physical ability to perform bicycle patrol when needed, constant walking and standing in all weather conditions; frequent climbing of stairs; occasional climbing of ladders; ability to assist emergency personnel (police, fire, EMS) with uncooperative or incapacitated individuals; running in response to emergencies; good vision and hearing.

Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.

To Apply

Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: www.corban.edu/employment

Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503-375-7182