POSITION OPEN
The following position is posted as an invitation for qualified individuals to apply.

Position Title: DIRECTOR OF CAMPUS SECURITY

Department: Public Safety

Salary Range: Full-time, exempt position

Reports To: Vice President of Student Life

PRIMARY RESPONSIBILITIES:
- Plan, administer, supervise and evaluate all functions and services of a comprehensive campus safety department
- Supervise all full-time and part-time officers
- Manage college compliance with the US Department of Education’s Clery Act including the publication of an annual report
- Investigate campus policy violations and participate as needed in the student conduct process
- Support a collaborative working relationship with the staff in the Division of Student Life
- Serve as a liaison with local/state law enforcement agencies and rescue/fire personnel to support the safety and security of College community members
- Serve as a key member of the Threat Assessment Team and the Emergency Operation Group (Emergency Response and Recovery Plan)
- Oversee the key control program for all academic and administrative buildings
- Work with students, faculty and administration in attempt to obtain adequate campus safety and security
- Maintain departmental operating policies and procedures

QUALIFICATIONS:
- Bachelor's Degree in Criminal Justice or related field (or a combination of education and experience from which comparable knowledge and skills are acquired).
- Supervisory experience
- Campus security or law enforcement experience
- Strong communication and investigation skills
- Must be physically able to rapidly respond to any emergency situations and take appropriate action. Some weekend and evening hours required to ensure on-call coverage
- Ability to work successfully with people of diverse backgrounds including sensitivity to their needs and concerns

APPLICATIONS FOR THIS POSITION ARE ACCEPTED UNTIL POSITION IS FILLED.

If you believe that you meet the above qualifications, please submit a resume to
Janie Evans in the Human Resource Department:

Email: evansmj@greenmtn.edu
Fax: 802-287-8096
Mail: GMC, 1 College Circle, Poultney, VT 05764