



**POSITION ANNOUNCEMENT**  
**Full-Time 3<sup>rd</sup> Shift Safety Officer**

*Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.*

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University is seeking a full-time (40 hours), 12-month, 3<sup>rd</sup> shift **Safety Officer** for its Campus Safety Office. The position reports to the Campus Safety Coordinator and is available immediately, upon appointment of a successful candidate. Compensation is competitive and includes a shift differential if applicable. A full complement of benefits is provided, including a health care plan, retirement contributions and tuition assistance (self and dependents). The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

**Responsibilities for this position include:**

- Assisting with campus safety, traffic, and policies and procedures
- Patrolling buildings and grounds, watching for safety and security risks, including off campus trespassing, vandalism, theft, fire, and other safety hazards
- Assisting with event parking and traffic flow
- Responding to calls for service
- Locking and unlocking campus facilities as needed
- Documenting incident reports and traffic reports
- Work with Excel and Word
- Other duties as assigned

**Expectations for the successful candidate:**

- Must be 21 years of age or older
- High School Diploma
- Evangelical Christian confession of faith
- Previous experience with law enforcement or security agency preferred
- Proven conflict management skills
- Ability to communicate effectively with students and employees
- Ability to read and interpret documents such as safety rules, instructions, and procedure manuals
- Ability to travel for extended periods and to work hours outside of the traditional work day
- Ability to accurately write routine reports and correspondence
- Ability to handle sensitive material in a professional, confidential manner
- Valid and clear driver's license
- Must pass a background check and safe driver test
- Be on-call to cover shifts when needed

- Ability to walk long distances
- Ability to lift and/or move up to 50 pounds

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto:humanresources@mvnu.edu) and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University  
Human Resources  
800 Martinsburg Road  
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University is committed to fostering a non-discriminatory campus environment in which community members can learn and work. MVNU prohibits discrimination on the basis of race, sex, age, color, national origin, disability, marital status, or military service in the operation of all University programs, activities, and services. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its Christian beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity to the fullest extent permitted by law. Thus, MVNU attempts to make all policies and decisions within the doctrinal and moral convictions of the Church of the Nazarene (e.g., Articles of Faith, Covenant of Christian Conduct including the Statement on Human Sexuality and Marriage, Covenant of Christian Character, and the Statement on Discrimination, 915).