



## Chief of Security

*Revised April 2023*

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our **Chief of Security**. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [application](#) to Calvary University at [humres@calvary.edu](mailto:humres@calvary.edu) or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147

FLSA Status: Full-Time, Exempt with benefits  
Reports to: Chief Academic Officer  
Salary Range: \$31,000 - \$33,000

The Chief of Security provides direction and coordination of Calvary Security department activities involved in the protection of life and property, emergency management, crime prevention, enforcement of statutes, and investigation of accidents and criminal acts in support of the University mission.

### Specific Responsibilities

- Ensures the immediate safety and security of campus facilities and property.
- Anticipates threats to the University and initiates mitigation procedures.
- Assumes accountability for the overall departmental policies and procedures as well as emergency response strategy.
- Manages the planning and coverage of safety and security functions for daily activities and scheduled events.
- Manages various personnel functions including, but not limited to, hiring, training, disciplinary actions, grievances, promotions, and scheduling.
- Serves as Chairman of the Security and Safety Committee.
- Leads the Crisis Management Team and operates the Emergency Operations Center.
- Serves in an advisory capacity to Calvary Administration and provides safety and security-related assistance for University activities.
- Serves as liaison with local law enforcement and emergency departments.
- Serves as subject-matter expert on the Clery Act and related legislation. Coordinates content creation and submissions provided by other departments, prepares the annual Clery Report and ensures proper notification upon completion.
- Properly supervises and/or conducts investigations based on alleged misconduct or violations of institutional policy or criminal law.
- Oversee university compliance with DOT regulations.

**Required Qualifications**

- Bachelor's degree
- Maintain a KCPD Class A Patrol Agent license, or higher.
- Able to conduct confidential investigations and provide concise reports.
- Able to successfully coordinate activities with other agencies.
- Able to fulfill all necessary foot-patrol rounds, including stairs.
- Able to lift 50 pounds.
- Able to deal with difficult situations under pressure with a high degree of competence and tact.
- Able to reasonably defend himself/herself in a physical altercation.
- Maintain a valid driver's license, required endorsements, and approval of the CU Fleet Safety Program.

**Preferred Qualifications**

- Master's Degree
- Possess law enforcement training.
- Possess emergency management training and/or experience.
- Experience in supervision of individuals engaged in security duties and activities.
- Qualified to carry a firearm on duty.