SAFETY AND EMERGENCY MANAGEMENT OFFICER

Department: Student Affairs
Position: Full-time, 12 month position, full benefits package
Annual Salary: $42,000
Union Affiliation: N/A
Posting Date: January 2021

Description
Responsibilities include: Lead the Clery compliance committee and prepare, publish, and distribute the annual security and fire safety reports, Identify and train Campus Security Authorities, Title IX, Safety/Security Committee, Behavioral Intervention Team, Risk Management, Work Comp, Student Travel, Tort Claims, Campus Security, Emergency Operations Plan, Liaison with Community and State Safety Personnel, Campus Insurance, Compliance, and write and secure Grants in the area of Safety and Security. Will manage Campus Security Personnel and chair various committees on campus.

Required Qualifications
Bachelor’s Degree in criminal justice, communication, emergency management, or related field. Have 2-3 years of related professional experience. Must be able to pass the Clery Compliance Certification Course with D. Stafford and Associates within 2 years of employment. NIMS certification within 1 year. Title IX training within 1 year. Exceptional professional communications skills. Organizational skills and interpersonal skills. Working knowledge of the Clery Act. Exceptional computer skills. Attention to detail. Highly developed ability to understand and apply laws, rules, regulations, policies, and procedures. Accurately and effectively, describe facts and events.

Preferred Qualifications
Highly preferred that the person assigned to this position possess previous experience in a similar position within an institution of higher education, as well as advanced level training related to the Clery Act, NIMS, and Title IX.

Application
To apply, please complete a State of Montana Job Application (https://w.umwestern.edu/wp-content/uploads/2018/08/State-Application.pdf) and a letter of application specifically addressing the qualifications and duties described above.
Finalists for this position may be subject to a criminal background investigation. Also include the names, addresses, and phone numbers of three (3) professional references. Submit application materials to:

Patti Lake  
Personnel Officer  
Administration, Finance and Human Resources  
The University of Montana Western  
710 South Atlantic Street  
Dillon, MT 59725  
Patricia.lake@umwestern.edu

Questions regarding this position should be directed to Nicole Hazelbaker via email @ Nicole.hazelbaker@umwestern.edu or by calling 406-683-7900. Review of applications will begin immediately and remain open until the position is filled.

The University & Dillon Area
The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering Experience One (X1), experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western’s faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.