



## **JOB DESCRIPTION**

**POSITION TITLE:** Access Control Supervisor

**DEPARTMENT:** Student Services

**SUPERVISOR:** Dean of Student Services

### **JOB DESCRIPTION**

Urshan is an educational campus that houses both Urshan College and Urshan Graduate School of Theology. Owned and operated by the United Pentecostal Church International, Urshan is a religious institution that trains men and women for service in the church and to the world.

The campus has two main buildings in operation. Building A houses all classrooms and offices, along with the library, dining hall, and chapel. Building C is our residential building and houses nearly 312 students (both male and female).

Urshan is an alcohol and tobacco free campus.

### **DUTIES AND RESPONSIBILITIES**

- Controls access to Residence facility (Building C) by monitoring doors, cameras, and main entry doors/foyer.
- Patrols campus property checking on main access points, securing all doors, windows, and exits, specific to Building A and Building C.
- Keeps log of specific times access points are checked throughout the night, noting any compromised access areas, such as doors, windows, entrances, and exits.
- Collects names of all students who enter premises after curfew. No guests are allowed in the residence halls after curfew.
- Collects names of all individuals (including students) who leave the premises after curfew. Copies of Driver's License or Student IDs are required.
- Respond immediately to distress calls, panic alarms, and emergency calls for disorderly conduct, disruptive persons, and incidents swiftly and appropriately. Completes an incident report when necessary.
- Interviews witnesses and obtains signatures as needed.
- Reports illegal or suspicious activity immediately to Wentzville Police Department (dial 911).
- Completes Supervisor Report each work period, recording and detailing all incidents, violations, concerns, campus/building safety issues, alarming behavior, and access point concerns.
- All reports are to be turned at the end of the work period to the Housing Director and the Associate Dean of Students.
- Be visible and observant at all times, greeting staff, students, and guests in a courteous and attentive manner.

### **QUALIFICATIONS**

- Must be able to sit or stand for long periods of time.
- Self-defense training, preferred

Revised July 25, 2022

- First Aid Training (including CPR), preferred
- High School Diploma or equivalent required
- Must be physically fit enough to walk throughout the property several times a night.
- Must be able to lift up to 25 lbs.
- Basic computer skills
- Strong interpersonal, verbal, and written communication skills
- Excellent sense of judgment
- Must stay alert at all times
- Has an attention to detail.
- Has a sharp eye with quick reaction time in the detection of any suspicious or criminal behavior, and prevention of theft or vandalism.
- Honesty and trustworthiness are absolutely necessary.

## **WORK HOURS**

- 11:00 pm to 5:00 am nightly.
- Pay range: \$16.00 to \$20.00 per hour based on experience.