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**Position:** Campus Security

**Position Description:** The primary responsibility of this full-time position is to provide for the overall safety and security of students, administrators, faculty, staff, and visitors of Archbishop Hoban High School. We are a private Catholic high school in the heart of east Akron and our campus spans over 75 acres. Our Holy Cross values are essential to our identity and philosophy of educating the hearts as well as the minds of students, celebrating our diversity, valuing each person and welcoming one another with the hospitality of Christ. Our Holy Cross educators nurture student achievement and growth through collaborative planning and execution of curricula and encourage an expectation of lifelong learning.

**Position Responsibilities:**

- Patrol school grounds as assigned and maintain a physical presence in assigned and roving areas as needed.
- Implement programs and procedures that ensure the safety and security of students, faculty, administration, staff, and visitors.
- Maintain records related to safety and security issues and protect confidential information.
- Understand, interpret, and apply the standards of the Archbishop Hoban High School Student Handbook in collaboration with the Associate Principal/Dean of Students.
- Deescalate volatile situations and respond to unexpected or unforeseen situations promptly and quickly in a calm, and reasonable manner. Respond to routine emergency calls for assistance.
- Make safety and security recommendations to school leadership and advise on the purchase of safety-related equipment and/or infrastructure.
- Record and report observations, occurrences, and surveillance activities.
- Initiate and cultivate positive relationships with students, administration, faculty, staff, and visitors.

**Qualifications:**

- Ohio Peace Officers Training Certification in accordance with Ohio Revised Code 109.78.
- Ability to be flexible with work schedule as needed.
- Embrace the mission of the school and commit to ongoing professional development.
- Two years of security services is preferred.
- Strong initiative and desire to work in a highly collaborative environment.
- Strong organizational, problem-solving, and oral/written communication skills.
- Appropriate criminal records check by the Ohio Bureau of Criminal Identification and Investigation and Federal Bureau of Investigation. Have attended or willing to attend a VIRTUS Protecting God's Children training.

**Benefits:**

- In support of our employees and their families beyond the classroom, we offer a comprehensive benefits package that includes medical, dental, vision, life insurance, an employee assistance program, generous sick, personal and vacation time, 401k match and an additional contribution, fitness center, Hoban store discounts, and year-long spiritual engagement opportunities.

**We invite qualified candidates to complete our non-teaching application and include a letter of interest and resume on [www.hoban.org](http://www.hoban.org). Posting will remain open until June 19, 2023.**