



DATE: 07/14/21

POSITION: Access Control Technician

DEPARTMENT: IT Services

STATUS: FULL TIME

LOCATION: Campbell University Main Campus, Buies Creek, NC

JOB CODE: 2379

OF OPENINGS: 1

Position Summary:

The Access Control Technician installs, maintains, and repairs both mechanical and electronic locking systems for the University. The Technician designs, applies, and maintains records of both mechanical and electronic master key systems. The Technician is responsible for a complete approach to troubleshooting door security and works in tandem with the Access Control Supervisor on the planning and overall operation of Building Access Control for all Campbell University buildings at all campus locations.

Essential Duties and Responsibilities:

- Installs, services, and repairs various types of locks and security devices
- Disassembles locks; repairs and replaces worn tumblers, springs, and other parts
- Cuts new/duplicate keys and stamps with identification
- Troubleshoots, repairs, and maintains both mechanical and electronic lock systems
- Uses appropriate discretion and special knowledge of lock systems to preserve the integrity of the University's master key systems while meeting customer requests
- Issues keys and maintains records of keys issued and returned
- Work beyond the typical workday hours including after hour emergencies
- Travel to all campus locations as needed
- Maintain a professional appearance and demeanor at all times
- Uphold and abide by Campbell University policies and procedures, including but not limited to Title IX, and Information Security, including but not limited to; FERPA and other state and federal mandates
- Other job related duties, responsibilities and activities may change or be assigned at any time with or without notice

Education/Experience:

- A high school diploma or the equivalent is required; an Associate's degree is desired
- Two or more years' experience in a trade role
- Experience in a higher education or non-profit sector is also desired

- A valid North Carolina driver's license is required

Knowledge, Skills, and Abilities:

- Knowledge of techniques for keying, repairing, installing and servicing locks and related hardware
- Demonstrated knowledge of installing and repairing electronic locks, strikes, magnets, exit devices, card readers, and automatic door opener controls
- Ability to maintain accurate records, tools and equipment within the access control shop
- Familiarity with software systems, Millennium and RS2 access systems, and web-based applications
- Comprehensive computer skills, with the ability to learn and utilize new and emerging technology
- Knowledge of Microsoft Word, Outlook, Excel, PowerPoint and common methods of digital communication such as web conferencing, web/text chat
- Demonstrate tact, a positive attitude, courtesy and discretion in dealing with trustees, faculty, staff, students, high-level university officials and the public.
- Exercise judgment and discretion in problem solving
- Ability to communicate effectively through both oral and written channels
- Strong interpersonal, organizational and time management skills
- Work independently as well as function effectively in a team and within a diverse group of people.
- Exercise independent judgment in complex, new, and/or stressful situations.
- Manage multiple, concurrent projects, and meet set deadlines
- Adaptability, flexibility and a willingness to work in a changing environment
- This position demands accuracy, honesty, integrity and the ability to work within the Christian mission of Campbell University

To Apply For This Position:

Direct Link:

<https://phg.taleo.net/phg01/ats/careers/v2/viewRequisition?org=CAMPUNIV&cws=37&rid=2379>

Campbell University is unable to accept paper or email applications. **Interested parties may submit their candidacy by clicking on the "Apply Now" button below**, or, if you are viewing this posting via an outside source, visit us online at <http://www.campbell.edu/employment/> to apply. **IMPORTANT: A cover letter, CV or resume, and contact information for three professional references are requested as part of the application process. Applications without these attachments may be considered incomplete.** If you have any questions, or if you are an individual with a disability and need assistance completing an application for employment contact the Human Resources Department at 910-893-1256 or email employment@campbell.edu. Campbell University is an Equal Opportunity Employer. Campbell University maintains a continuing policy of nondiscrimination in employment. It is our policy to provide equal opportunity in all phases of the employment process and in compliance with applicable

federal, state, and local laws and regulations. Accordingly, the University is committed to administering all educational and employment activities without discrimination as to race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law, except where appropriate and authorized by law. This policy of nondiscrimination shall include, but not be limited to, the following employment decisions and practices: hiring; upgrading; promotions; demotions or transfers; layoffs; recalls; terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and recruitment or recruitment advertising.

Employees and applicants of Campbell University will not be subjected to any form of harassment or discrimination for exercising rights protected by, or because of their participation in, an investigation or compliance review related to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, or any other federal or state nondiscrimination law, rule, or regulation.

Campbell University also maintains affirmative action programs to implement our equal employment opportunity policy. Employees or applicants who wish to review appropriate portions of these affirmative action programs may schedule an appointment to do so by contacting Human Resources at the Buies Creek campus, during normal business hours.