

Campus Safety Officer (Part-time)

Purpose:

The mission of the Department of Campus Safety is to provide a visual security presence dedicated to providing a safe and secure campus for faculty, staff, and students while at Shorter College. Officers conduct the following activities: investigations of criminal activity, identifying potential problems regarding the welfare, safety and security of student; maintaining safety on campus by enforcing disciplinary polices and regulations; communicating information and responding to inquiries.

Essential Functions:

- Assists community law enforcement personnel for the purpose of supporting them on student drug, alcohol or assault incidents.
- Communicates policies and enforcement procedures to students for the purpose of ensuring their understanding and the potential consequences of violation.
- Investigates potential crimes and/or student related incidents for the purpose of resolving conflicts and/or pursuing other action.
- Monitors school facilities (i.e., buildings, parking lots, dorms, etc.) for the purpose of providing visibility, maintaining security, and deterring crime.
- Prepares documentation (e.g. incident and activity reports, parking permits, parking citations) for the purpose of providing written support and/or conveying information.
- Respond to emergency situations (e.g., fights, injury, classroom disruptions, etc.) for the purpose of addressing safety concerns.
- Searches students, vehicles, dorm rooms, etc. for the purpose of ensuring safety of students, faculty and staff and referring to school administration and/or law enforcement as may be required (within the scope of written Departmental policies and procedures).
- Familiarity with and ability to implement Departmental Standard Operating Procedures, Emergency Operations Plan and evacuation procedures.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Specific SKILLS required to satisfactorily perform the functions of the job include: operating standard office equipment; preparing and maintaining accurate records; and utilizing computer software applications.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: codes, regulations and laws related to the rights of students; safety practices and procedures; and the physical signs indicating students are under the influence of alcohol or other drugs.

ABILITY is required to write concise incident reports and daily activity reports; gather information and use basic job-related equipment. Flexibility is required to work with others in a variety of circumstances as well as the ability to work with a wide diversity of students. In working with others, ability to exercise good judgment and ability to work independently, if required. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized policies and procedures; leading, guiding and/or coordinating others; and operating within a defined budget.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and ability to maintain balance (utilization of a Segway). Generally the job requires 33% sitting, 34% walking and 33% standing.

Minimum Qualifications

High School diploma or equivalent required. Must be at least 21 years of age. Must be able to work a flexible schedule, follow detailed procedures, and have good customer service skills. Evenings, weekends, and holiday work required. Minimum of two years security or law enforcement experience required. Experience working in a university setting preferred. GA P.O.S.T. law enforcement certification preferred. All candidates are required to participate in a criminal background check and drug testing.

Salary: \$9.00/hr.

Shifts Available:

There are currently no available positions, however we continue to accept applications for future vacancies.

Click on the following link to apply:

<https://home.eease.com/recruit/?id=429665>

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