



JOB TITLE: Campus Safety Officer
DEPARTMENT: Campus Safety
SUPERVISOR: Director of Campus Safety
FLSA STATUS: Non-Exempt

MAJOR PURPOSE

The Campus Safety Officer ensures a safe and secure environment by protecting the university community through patrol, emergency response, and policy enforcement. This role fosters trust, promotes well-being, and supports the mission of the university by maintaining a visible safety presence; responding to incidents with professionalism, care, and de-escalation; and operating vehicles responsibly in compliance with university and state driving standards. Through proactive patrols, community engagement, and collaboration with campus partners and local responders, the Campus Safety Officer enables students, faculty, staff, and visitors to pursue academic and personal growth in a secure and welcoming environment.

This position is 24 hours per week, 100% in-person and on campus.

The pay range for this position is generally: \$20-23 hourly. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

ESSENTIAL FUNCTIONS

Campus Security

- Patrols campus to deter emergencies, criminal activity, and violations of university policies.
- Identifies and reports security issues or hazardous conditions.
- Secures campus by locking/unlocking facilities and maintaining a visible presence.
- Investigates suspicious persons/activities and coordinates response.
- Detains individuals committing offenses against the University, property, students, or employees within scope of authority and law.
- Provides event security, traffic direction, and crowd control.
- Provides safety escorts to students, staff, and faculty.
- Enforces parking regulations and supports parking operations.
- Conducts investigations and prepares clear, timely written reports of incidents.
- Responds to service requests and assists the community with professionalism.

Emergency Response

- Responds promptly to emergencies including medical incidents, fire alarms, and facility issues.
- Provides initial first-aid until medical personnel arrive.
- Exercises supervisory authority at emergency scenes until relieved.
- Assists local emergency responders and follows ICS/NIMS guidance.
- Preserves scenes, evidence integrity, and documentation.

Compliance, Communication, and Collaboration

- Uses de-escalation techniques and trauma-informed practices.

- Follows departmental policies and relevant laws/regulations.
- Operates university vehicles and carts safely; adheres to radio/dispatch protocols.
- Collaborates with campus partners to support safety education, prevention, and service excellence.
- Completes other duties as assigned.

QUALIFICATIONS

Education/Certifications

- High School Diploma
- Valid driver's license and an acceptable Motor Vehicle Record (MVR) meeting university insurance carrier requirements; must maintain insurability as a condition of employment
- BSIS Security Guard qualified w/card (within 2 months of hire)
- CPR/AED certified (within 2 months of hire)

Knowledge, Skills, and Abilities

- Strong interpersonal skills with the ability to relate well to a diverse community
- Sound judgment, discretion, and ability to maintain confidentiality
- Ability to remain calm under stress and make timely decisions
- Excellent reading comprehension, report writing, and communication skills
- Strong technical aptitude with radios, reporting systems, and office technologies
- Ability to act and work independently with minimal supervision
- Willingness to respond to emergency call-ins/report-to-work situations
- Flexibility to work required shifts (nights, weekends, holidays, special events)
- Completion of Field Training Program (FTP) within six months
- Completion of required trainings including pepper spray exposure and handcuff application

WORKING ENVIRONMENT

Employee agrees to promote the values and mission of Jessup University as a private Christ-centered university and live a life consistent with biblical principles. Employee shall conduct themselves in a manner consistent with the Community Covenant and Statement of Faith. The employee may play a formative role in the spiritual lives of students, including leading devotions and/or spiritual formation groups.

WORKING CONDITIONS

Significant time outdoors in all types of weather. Driving of university vehicles/carts required; safe operation and continued insurability are conditions of employment. May be required to deal with stressful, hazardous, or unpleasant conditions, including emergencies.

PHYSICAL REQUIREMENTS

Regularly required to talk or hear; frequently stand, walk, sit, use hands, reach, stoop, crouch, and kneel. Frequent repetitive hand/wrist movements. Occasionally lift/move up to 40 pounds. Vision requirements include close, distance, color, peripheral, depth perception, and focus adjustment.

The above statements describe the general nature and level of work. They are not an exhaustive list of all responsibilities or tasks. William Jessup University maintains its status as an at-will employer.

I acknowledge I have reviewed this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If requesting accommodations, I will immediately inform my supervisor or Human Resources.

Employee Signature _____ Date _____