



JOB TITLE: Campus Safety Officer (CSO)-Entry Level
DEPARTMENT: Campus Safety
SUPERVISOR: Lead Officer
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

Under the directives of the Campus Safety Department, provides for the safety and well-being of students, faculty, staff and property through conspicuous observation and patrol, responds to calls for routine assistance as well as emergency and crisis situations, and provides other safety-related services such as event security and parking enforcement.

ESSENTIAL FUNCTIONS

Campus Security

Patrols campus to prevent emergencies, criminal activity, and violations of university policies.
Reports any security issues or hazardous conditions on campus.
Secures campus by locking facilities and maintaining a presence after normal business hours.
Investigates unknown or suspicious persons on campus.
Detains any individual(s) committing an offense against the University or University property, students and employees.
Provides event security, traffic direction, and crowd control.
Provides escorts to students, staff, and faculty.
Provides parking enforcement.
Investigates and submits reports concerning criminal offenses committed against William Jessup University students, visitors, and employees.
Responds to service requests and assist the community as needed.

Emergency Response

Responds to emergency calls for assistance including medical matters, fire alarms and other alarms such including those relating to physical plant.
Provides initial first-aid emergency medical care until appropriate medical care arrives
Exercises supervisory authority at the scene of emergency situations until the arrival of supervisory personnel.
Assists local emergency responders during crisis situations

Other:

Completes any and all duties assigned by direct supervisor.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- BSIS Proprietary Private Security Guard Qualified w/card (within 2 months of hire)
- High School Diploma
- CPR/AED Certified (within 2 months of hire)

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Good people skills and ability to relate well to the diverse populations of the University
- Sound judgement and ability to maintain confidentiality
- Able to remain calm under periods of intense stress.
- Excellent reading comprehension and writing skills
- Able to learn department computer programs.
- Able to act and work independently of direct supervision.
- Able to respond to any emergency call-in situations
- Able to work any of four permanent shifts, or for a specific period of time, to meet University and/or department needs
- Able to satisfactorily complete a field training program (FTP) prescribed by the department within a six-month period
- Able to attend pepper spray exposure training and perform skills in handcuff and pepper spray deployment while on the job.
- Position requires the ability to work at night, during weekends, holidays, and special events.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

Much of the employee's working time will be spent outdoors in all types of weather. Some driving required. The employee may be required to deal with hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the Able to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of 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 I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date