



**JOB TITLE:**  
**DEPARTMENT:**  
**SUPERVISOR:**  
**FLSA STATUS:**

**Campus Safety Officer (CSO)**  
**Campus Safety**  
**Director of Campus Safety**  
**Non-Exempt**

### **MAJOR PURPOSE:**

Under the directives of the Campus Safety Department, the Campus Safety Officer provides for the safety and well-being of students, faculty, staff and property.

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

This position is part time, up to 20 hours per week. This position is 100% on-campus.

### **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.
- 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 including those relating to University property.
- 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 other duties assigned by direct supervisor.

### **QUALIFICATIONS**

#### **EDUCATION/CERTIFICATIONS:**

- Clear DMV Record
- BSIS 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
- Ability to remain calm under periods of intense stress
- Excellent reading comprehension and writing skills
- Strong technical aptitude
- Ability to act and work independently of direct supervision
- Willingness to respond to emergency call-in/report to work situations
- Flexibility to work any of required shifts with notice
- Completion of a field training program (FTP) prescribed by the department within a six-month period
- Completion of required trainings to include pepper spray exposure training and handcuff application
- Ability to work at night, during weekends, holidays, and special events

## **WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of William Jessup University 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 stressful, 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 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability 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

