

# Safety & Security Officer



**Department:** Safety & Security

**Type:** Staff, Full-time.

**Reports to:** Director of Security

Stephens College is currently seeking applicants for a full-time Security Officer. Security Officer patrols the campus and performs basic safety and security services.

Stephens College strives to provide a safe and secure environment for students, faculty, staff and visitors. Our Security Department encourages and asks for the assistance and cooperation of the entire campus community to make the campus a safe place to work, learn, live and play.

**Shifts will include overnight and weekend hours.**

## **Responsibilities:**

1. Patrols buildings and checks entrances and exits to ensure they are locked or unlocked as needed.
2. Maintains daily log sheets.
3. Monitor campus CCTV surveillance system.
4. Responds to incidents on campus, determines actions to take, and documents a complete written record of the incidents to meet College reporting requirements.
5. Responds to incidents, conducts investigations, and writes reports regarding potential Student Code of Conduct violations.
6. Assists the college community by providing after-dark safety escorts to individuals on campus.
7. Attend to calls for security assistance and respond as required.
8. Monitors campus parking lots and enforces parking violations.
9. Calls in or reports a Facilities department need.
10. Other duties as assigned.

## **Qualifications:**

- High School diploma or equivalent
- Prior security experience preferred
- Some college experience preferred
- Must have the ability to communicate well both orally and in writing to all members of the campus community
- Be able to attain a basic knowledge of campus policies and procedures
- Possess honesty, integrity, tolerance and good judgment
- Experience using computer programs including Word, Excel, and databases
- Strong customer service skills with personal initiative
- Must possess valid driver license and meet and maintain Stephens Driver Qualification and Vehicle Safety Policy. Must be able to acquire a **Class E License**, commonly known as a **Chauffeur License**.

**Working Conditions:**

Work is performed often outside exposed to the elements of varying temperatures noise, and precipitation as well as occasions under normal office conditions.

**Work requires:**

- Walking regularly during shift
- Ability to lift/carry and push/pull a minimum of 50 lbs.
- Reaching/handling
- Stooping/kneeling or crouching/crawling.
- Keying on a computer

*Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver, and College-paid retirement plan.*

**To Apply:** Qualified applicants should complete an online [Stephens College application](#) with the following

- A cover letter
- Resume
- Names of at least three professional references

The successful candidate must pass a criminal background check.

*EOE A diverse community on campus is valued*

**Smoke-Free Campus**