



POSITION POSTING

February 15, 2019

POSITION TITLE: CAMPUS SAFETY OFFICER (Part-time)

DIVISION: Fiscal Affairs

DEPARTMENT: Facilities Department

OCCUPATIONAL SUMMARY

Reporting to the Director of Facilities, the Campus Safety Officer is responsible for providing safety and security services to achieve a strategic student-centered approach to risk management in support of the University's mission and to integrate safety and security measures with the academic programs of the University.

This position does not generally supervise others, unless designated as shift lead.

ESSENTIAL FUNCTIONS

1. Patrols assigned areas of the campus grounds, by motor-vehicle or foot-patrol, as required; observes and reports safety hazards to ensure orderly safety and security measures are always in place to protect life and property.
2. Operates dispatch and alarm monitoring systems when required.
3. Enforces parking regulations in all areas of University property as required.
4. Implements standard emergency management procedures when required.
5. Assists the University community as requested by providing information, assistance, and guidance as necessary.
6. Responds to emergency and non-emergency calls for assistance and utilizes standard procedure for back-up assistance as needed.
7. Assesses emergency needs; administers first-aid as necessary and/or summons emergency medical assistance as needed.
8. Operates dispatch and alarm monitoring systems when required.
9. Assists with risk management information notices and training agendas for the University community as assigned in order to reduce liability on the campus.
10. Assists in the investigation of safety and security incidents as assigned.
11. Prepares written incident reports as required.
12. Assists local law enforcement personnel as needed.
13. Prepares routine shift reports to ensure continuity of safety and security functions from shift-to-shift.
14. Operates within established budgetary guidelines.
15. Regularly assesses program functions to assure compliance within operating rules, regulations, policies and procedures; advises supervisor promptly of any programmatic irregularities and/or unsafe conditions.
16. Assures the integrity of all safety and security data in compliance with all applicable state and federal laws, rules, and regulations.
17. Maintains relationships and effective communications within the University's diverse groups, internal and external, in support of the institution's mission.
18. Represents institution at functions upon request.
19. Serves on administrative committees as assigned.
20. Performs other duties as assigned.

POSITION POSTING
Campus Safety Officer
Page 2 of 2

MINIMUM REQUIREMENTS

1. High school diploma or equivalent GED required.
2. Coursework in police science, police administration, criminal justice, law enforcement or a related field; Bachelor's degree in a related field preferred.
3. Must be 21 years of age.
4. Successfully pass a background investigation.
5. Possess a valid driver's license and an acceptable driving record.
6. Ability to work all shifts, weekends and holidays and available for on-call assignments as needed.
7. Exhibits a positive public presence in the local community.
8. Impeccable judgment and integrity.
9. Ability to work effectively in a fast-paced environment while maintaining a professional stance and remaining calm in emergency and/or tense situations.
10. Ability to manage confidential information.
11. Ability to relate effectively with multiple constituencies.
12. Effective interpersonal, communication and problem-solving skills; ability to communicate in a helpful, effective and professional manner in person, by telephone and by two-way radio.
13. Maintain current CPR and First Aid training (*must be current within 90 days of hire date*).
14. Working knowledge of Microsoft Office and other standard computer software programs.

PHYSICAL ABILITY

Standing and walking (moderate and/or fast-paced, for long periods of time); sitting; climbing (stairs or ladders); bending/stooping/squatting/crawling; lifting (50 pounds or more); reaching; repetitive motions; ability to endure outdoor working conditions and temperatures.

The intent of this position description is to provide a representative level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

APPLICATION PROCESS

This position is part-time.

Interested persons may apply by submitting a letter of application, resume/CV, and contact information for three (3) professional references to:

Martin University
Office of Human Resources
2186 N Sherman Drive
Indianapolis, IN 46218
Email: hresources@martin.edu
Facsimile: (317) 917-3393

This position is open until filled.

No calls please.