DEPARTMENT

Campus Safety – 5500

QUALIFICATIONS

• Ability to operate a computer, with demonstrated skills with Outlook, Word, and Excel programs.
• Valid drivers’ license and a reliable form of transportation.
• Certification in specialized security training, such as DPSST (must obtain within the first 90 days of employment with WPU).
• CPR/AED Certification or obtain within 90 days of employment.
• Excellent interpersonal and communication skills are necessary, with the ability to actively communicate with various constituents, including, faculty, staff, administration, and the general public.
• Ability to successfully pass a background investigation, employment physical and driving records investigation.
• Demonstrated ability to efficiently and effectively solve problems and initiate and implement projects independently.
• Ability to multi-task with accuracy and meet deadlines in a fast-paced environment.
• Experience working with diverse populations.

Preferred Qualifications:
• Experience in public safety and security environment.
• Experience working in a campus higher education environment.

DUTIES

• Entry level uniformed position
• Patrols parking lots & other areas on campus.
• Enforces campus parking regulations.
• Provides motorist assistance.
• Unlocks & lockups for authorized personnel.
• Provides escorts throughout campus.
• Expected to complete written reports as assigned.
• Students must be taking at least 8 credits per semester.
• Position requires shift work & working holidays.
• Issue citations and warnings to violators.
• Adhere to University policies and procedures.
• Demonstrate a commitment to a Christian liberal arts education by upholding the mission of the University and abiding by the Employment Standards and Lifestyle Agreement.
• Perform other duties as assigned.
• Position performs functions indoors and outdoors in various weather conditions. Campus Safety uniform is required.

COMPENSATION

Begins at minimum wage

HOURS

Variable hours 24 hours a day, 7 days a week; guaranteed one shift a week with lots of flex hours available evenings/weekends.

CONTACT

Daniel Robles
Director of Campus Safety & Emergency Management
503-517-1219
drobles@warnerpacific.edu