

# CAMPUS SAFETY OFFICER



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## DEPARTMENT

Campus Safety – 5500

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## QUALIFICATIONS

- Full-time Warner Pacific student in good standing.
- 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).
- Certification in Title IX Campus Safety (must obtain within the first 90 days of employment with WPU).
- CPR/AED Certification or obtain within 90 days of employment.
- No convictions for narcotics or thefts.
- No disqualifying violations as stated by Oregon Department of Public Safety Standards and Testing.
- 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 and driving records investigation.
- Ability to work on weekends, nights and occasional overtime, with the ability to respond to the campus when needed to assist campus safety personnel.
- 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:

- Emergency Medical Technician (EMT)/Emergency Medical Responder (EMR)
- Experience in public safety and security environment.
- Experience working in a campus higher education environment.

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## DUTIES

- Patrol University grounds and facilities to ensure a safe and secure environment including on foot and in vehicles, patrolling Campus facilities, parking lots, and grounds including the interior of all buildings on campus.
- Monitor all activity and confront any suspicious behavior on Campus.
- Escort visitors and intruders off campus if required.
- Issue citations and warnings to violators.
- Interview individuals who are involved in incidents, gathering information and writing reports on crimes, violence, vandalism, fires, and other illegal activities that occur on campus. Give accounts of people involved, who are affected and what measures were taken to minimize or eliminate the incidents.
- Title IX designated response employee. All Title IX reports will be submitted to Title IX Coordinator.
- Respond quickly to all calls to Campus Safety for assistance and contacting local Police, Fire or Medical personnel when necessary.
- Perform inspections of facilities safety equipment and other tasks as needed to support the overall facility management.
- Perform basic inspections of Campus vehicles.
- Contribute to the support and implementation of the University Strategic Plan.
- Participate in Warner Pacific University professional development opportunities.
- 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.
- Exhibits commitment to inclusiveness and sensitivity in areas of national origin, ethnicity, culture, gender, and disabilities.
- Perform other duties as assigned.
- Position performs functions indoors and outdoors in various weather conditions. Campus Safety uniform is required.

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## COMPENSATION

Begins at minimum wage

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## HOURS

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

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## CONTACT

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