



BENNETT COLLEGE

Job Posting

Title: Campus Safety Officer (Part-time)

Date of Posting: 08/01/18

Closing Date: Until Filled

Job Code: 18-0802BKB

Department: Campus Safety

Reports To: Director of Campus Safety

GENERAL SUMMARY:

The Campus Safety Officer will ensure the safety and security of all students, faculty, staff and visitors of the college. The Campus Safety Officer will monitor and secure campus physical facilities and provide a safe environment in which the college community members can work, study and live. The Campus Safety Officer may be on rotating shifts, working varied hours and on an on-call status.

ESSENTIAL JOB FUNCTIONS:

- Ensure the safety and security of all persons and property on the campus of the college
- Understand and follow all campus security and emergency procedures
- Maintain positive working relationships with all members of the Campus Community
- Work closely with the Campus Life staff and respond to student incidents and emergencies
- Notify proper authorities (Fire/EMS/and Police) of after-hour emergencies
- On scene liaison between emergency services (Fire/EMS/Police) and the campus
- Respond to all calls for service, provide escorts, and responsible for locking and unlocking campus buildings in a timely manner.
- Provide regular foot patrols in the interior and exterior of campus buildings

- Monitor campus grounds and adjacent parking lots; conduct mobile patrol as needed.
- Enforce Bennett College polices (example: non-smoking campus)

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent interpersonal, customer service, written and oral communication skills
- Ability to describe people and objects in accurate detail
- Ability to react calmly and effectively in emergency situations
- Ability to complete routine paperwork
- Perform other duties as assigned by the Director of Campus Safety

EDUCATION AND EXPERIENCE:

Required:

- High School Diploma or equivalency
- One year security experience

Preferred:

- Basic Law Enforcement Training
- Two (2) to five (5) years' experience in related security occupation

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at www.bennett.edu)
 - reference Job Code **18-0802BKB**
- list of three to five work references including name, address, telephone number and email address
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received ONLY by email at:
hr@bennett.edu

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.