



BENNETT COLLEGE

Job Posting

Title: Campus Safety Officer (Two Positions)

Date of Posting: 02/28/2022

Closing Date: Until Filled

Department: Campus Safety

Reports To: Executive 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:

- Understands and follows all campus security, safety and emergency procedures.
- Maintains familiarity and positive working relationships with all members of the campus community.
- Works closely with Campus Life staff (Dean of Students, Campus Life Administrators, Resident Directors, and Resident Assistants) to respond to student incidents and emergencies.
- Notifies the Executive Director of Campus Safety and Student Experience administrators on after-hours emergency situations as needed.
- Maintains positive working relationships with all emergency services to include police, fire and ambulance.
- On-scene liaison between the city/county emergency services.
- Reviews, understands, and passes on any information pertinent to departmental daily operations via the General Information Logbook.
- Responds to all calls for service and emergencies (medical & fire), provides escorts, and responsible for the locking and unlocking of buildings in a timely manner.

- Provides regular foot patrols of the interior and exterior of campus buildings and monitors the campus grounds and roadways. Makes mobile patrols of the campus (i.e.: golf cart, bicycle, security vehicle) as needed.
- Responsible for the completion of all incident reports and/or any written information pertaining to events that occur during shift.
- Monitors all parking areas and enforces traffic and parking regulations as needed.
- Enforces Bennett College rules and regulations. Attends and participates in judicial board hearings as assigned.
- Reports security, safety, health and fire hazard issues to the appropriate personnel.
- Participates in Campus Safety/Campus Life training on procedure, protocol and response to incidents.
- Performs other duties as assigned by Director of Campus Safety.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to present self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Ability to maintain a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers and client representatives.
- Must have basic phone and computer skills (email, texting, etc.).
- Good attention to detail.
- Ability to work well under pressure.
- Excellent oral and written communication skills.
- Ability to work well alone and in a team.

EDUCATION AND EXPERIENCE:

Required:

- High School diploma, GED or equivalent experience.
- 1 to 2 years of related work experience.

Preferred:

At least 2 years in general security services

HOW TO APPLY:

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

- online application for employment (found at www.bennett.edu)
 - click on "Quick Links" at the top of the home page
 - click on "Employment Opportunities"
 - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume
- 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

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.