

OLIVET COLLEGE
Campus Safety Officer
Part Time; variable schedule

The Campus Safety Officer ensures the safety of persons and property on the Olivet College Campus and provides assistance with emergency situations. Other responsibilities include: patrolling campus buildings and grounds to prevent or handle incidents of theft, vandalism, fire or fire hazards, disorderly conduct, violation of college traffic or other regulations.

This is a part time position with pay rate of \$11.32 per hour.
Schedule: varies as needed to cover weekend shifts and fill in during weekdays

Requirements: High School diploma required, Associate's degree in criminal justice preferred. Security experience preferred. Must possess sufficient physical stamina to perform foot patrols and be able to stand for long periods of time. Must pass a criminal background check. Must pass a motor vehicle check to be authorized to drive college vehicles. Knowledge of first aid techniques very desirable. Ability to deal effectively with a wide range of individuals, in some instances under stressful, dangerous and/or emergency conditions. Ability to handle emergency situations calmly and efficiently.

To Apply: Position is available to be filled immediately. To apply, submit a letter of application, resume, names and phone numbers of three references to:

Phil Reed, Director of Campus Safety at preed@olivetcollege.edu or by mail to:

ATTN: Phil Reed
Olivet College
320 S. Main Street
Olivet, MI 49076

Olivet College is an equal opportunity employer and takes affirmative steps to employ women and minorities.

Full job description on next page.

JOB DESCRIPTION

Position Title: Campus Safety Officer
Department: Campus Safety
Position Type: Part-time
Supervises Others: No
Supervisor: Director of Campus Safety

Job Summary: Works to provide a safe environment for all students, faculty, staff, guests and the property of Olivet College; acts as a liaison for law enforcement.

Responsibilities include:

1. Proficient in report writing
2. Familiar with loss prevention techniques
3. Ability to enforce student life and parking regulations
4. Patrolling of campus grounds, including locking and unlocking campus buildings
5. Possesses sufficient physical stamina for foot patrols and standing for long periods of time
6. Must be able to work overtime as necessary
7. Must be able to pass a background check and criminal history
8. Must be able to drive college vehicle
9. Knowledge of first aid techniques very desirable
10. Ability to deal effectively with a wide range of individuals, in some instances under stressful, dangerous and/or emergency conditions
11. Ability to handle emergency situations calmly and efficiently
12. Performs other duties as assigned

Requirements:

High School diploma, or equivalent, required
Associate's degree in criminal justice preferred
Previous security experience preferred