

**SAINT MARY-OF-THE-WOODS COLLEGE**  
**JOB DESCRIPTION**

**Job Title:** Campus Security Officer  
**Supervisor:** Director of Campus Security & Emergency Preparedness  
**Department:** Campus Security  
**Classification:** Non-exempt  
**Created/Revised:** 2/6/2019

**Summary**

Provides personal, equipment, and real property security for faculty, staff, students, and visitors within SMWC's campus. Provides escort services, and other basic public assistance services as needed, and performs routine security and public safety patrol duties within assigned area. Remains alert to emergency situations and provides first-line response, emergency management, and/or referral if required.

**Primary Job Responsibilities**

- Patrols campus on foot, in assigned motor vehicle, or other specialized vehicle to ensure personal, building, and equipment security.
- Examines doors, windows, and gates to ensure security; uses College keys to open and close buildings; monitors closed buildings for unauthorized persons and/or suspicious activities.
- Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.
- Provides escort services for visitors, students, staff, and faculty, as necessary; provides other public assistance, such as lockout services, jump-starts, and routine information.
- Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.
- Remains alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies police as appropriate; may confront and/or detain violators, as required, until police arrive.
- Performs periodic checks of emergency call boxes and/or street lights to ensure proper functioning; reports malfunctions as required.
- May provide safe and efficient transportation to College employees and/or visitors, as requested, using an institutional vehicle.
- Patrols and monitors assigned parking areas and/or parking garages to provide public security and assistance.

- Maintains security controls for issued College keys; safeguards and controls issued College equipment.
- Prepares routine, standardized reports.
- May provide specialized security in a retail or other complex operational area, requiring specific knowledge of the operating environment.
- Serves as Campus Security Authority as outlined by the Clery Act.
- Performs miscellaneous job-related duties as assigned.

### **Supervision Received**

Reports to the Director of Campus Security & Emergency Preparedness, but will also receive guidance from the Campus Security Lead.

### **Supervision Exercised**

The Campus Security Officer role does not have supervisory responsibility.

### **Minimum Qualifications**

- High school diploma or GED; at least 1 year of experience directly related to the duties and responsibilities specified, which may include related certification or practicum training.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

### **Knowledge, Skills and Abilities Required**

- Ability to successfully conduct security patrols without direct supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to complete routine paperwork.
- Ability to safely operate a motor vehicle.
- Ability to understand and follow specific instructions and procedures.
- Strong interpersonal skills, flexibility, and customer service orientation.
- Ability to react calmly and effectively in emergency situations.
- Skill in performing building security and lock procedures.
- Knowledge of public security codes, policies, and regulations.
- Ability to understand, follow, and enforce safety codes, regulations, and procedures.
- Skill in providing protection services to individuals on campus.
- Ability to detect problems and report information to appropriate personnel.

### **Conditions of Employment**

- Possession of a valid Indiana driver's license is a requirement for this job.
- Must pass a pre-employment criminal background check & drug screen.

## **Working Conditions**

- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Moderate physical activity; requires handling of average-weight objects and standing or walking for extended periods of time.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities, and requirements.