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| **Job Title:** Campus Security Officer | **FLSA Classification:*** Exempt X Nonexempt
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| **Reports to:** Police Lieutenant  | **Location**: Austin, TX  |
| **Department:** University Police Department | **Division:** Student Affairs and Administration |
| **Employment Category:**X Full-Time ☐ Part-Time | **Paygrade:** 312 |

**PRIMARY PURPOSE OF POSITION**

The Campus Security Officer provides a safe and secure environment for students, faculty, staff, and visitors to the main campus. Facilitates and encourages respect for the law, rules and procedures, safety and institutional policy. The person selected works to educate students, faculty, staff and visitors, regarding safety and security, minimize risk for the University and enforce all University policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Campus Security Officer performs vehicle and foot patrols of the campus, parking lots, garage and buildings to monitor behavior, secure buildings and property, maintain order and ensure rule compliance, and enforce regulations. The officer monitors the physical safety of all buildings by locking and unlocking doors, patrolling or monitoring, and reporting suspicious behavior. The officer may also be tasked with enforcing traffic and parking regulations. This position has regular interaction with the general public. The officer greets students, faculty, staff and visitors, familiarizes them with the rules and regulations of the campus, helps direct them to specific locations or offices as needed, and answers other questions.

This position is considered security sensitive and will involve shift work, special events, days and evenings, as required. The Campus Security Officer will be expected to represent St. Edward’s University and the University Police Department in a positive and professional manner and to promote a safe and secure campus environment. This person is required to patrol on foot, golf cart or other University vehicle. This person will be subject to an extensive background investigation, fingerprinting, medical, physical and driving history check.

**Major Responsibilities and Duties**:

* Secure premises and personnel by patrolling the campus to maintain high visibility to foster a safe and secure environment.
* Observe and report incidents and complete necessary paperwork.
* Utilize University surveillance camera systems.
* Enforce University rules including the Student Code of Conduct and Parking and Traffic Regulations.
* Respond to emergency and safety concern calls.
* Prevent and grant entry to University facilities where appropriate.
* Positively engage with diverse individuals and groups in support of an inclusive environment.
* Create positive interactions with University students, faculty, staff, and visitors.
* Respond to calls for service and assists other University Operations staff when called upon.
* Assess and communicate safety concerns and maintenance issues.
* Open and secure building and offices.
* Patrol campus on foot, golf cart or other University vehicle.
* Identify and report improperly parked vehicles.
* Document and share with staff information pertaining to violators and acquire photos of violators or their vehicles as necessary.
* Maintain accurate records manually and/or through automated methods.
* Maintain close communication with other UPD personnel, using two-way radios or cell phones.
* Observe and report hazardous conditions on streets or parking lot.
* May work various shifts and weekends as needed.
* Alert police, fire or medical personnel to emergency situations.
* Perform activities, functions and other related tasks and duties as assigned or required by UPD and University Operations leadership.

**QUALIFICATIONS**

* High school diploma or equivalent required.
* An employee in this position must be 21 years or older at time of employment; a U.S. citizen, have a valid Texas Driver's License, and have a good driving record.
* Current licensed security officer in good standing.
* Minimum 2 years’ experience in safety or security.
* Experience in college or University setting preferred.
* Not currently under indictment for any criminal offense.
* Never been convicted of an offense above a Class C misdemeanor
* Never been convicted of any family violence offense.
* Not prohibited by state or federal law from operating a motor vehicle.
* The preferred candidate will have competency in the use of MS Word and MS Excel and be able to learn other equipment and programs.
* Prior parking enforcement experience preferred.
* Must be possess good organizational skills, maintain high quality control standards.
* Successfully complete extensive background check, physical test and drug screening.
* Ability to learn St. Edward’s University policies.
* Ability to walk for long periods in all weather conditions.
* Ability to sit, stand, walk, and lift 50 pounds.
* Ability to write legibly and accurately record information.
* Ability to complete work assignments, take and understand direction.
* Must be able to handle crisis situations in a calm and effective manner.
* Ability to communicate effectively both written and verbally.
* Ability to establish and maintain effective and appropriate relationships with the St. Edward’s University community and visitors.

**WORKING CONDITIONS**

Scheduled hours will be overnight and may be changed to meet the needs of the University for different events. Duties will include weekends and evenings. This person must wear a uniform on duty, are subject to inspection, and are part of a formal chain of command. Due to the need of the University work schedules on short notice regardless of personal considerations or childcare needs, and must report for duty in emergency situations such as man-made or natural disasters.

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

**PHYSICAL REQUIREMENTS**

* Ability to walk for long periods in all weather conditions.
* Ability to sit, stand, walk, and lift 50 pounds.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

The Campus Security Officer does not have supervisory responsibility.

**EXPECTATIONS**

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: |
| **Approved by:** |  |
| **Printed Name of****Approver:** |  |
| **Date****approved:** |  |
| **Reviewed:** |  |