



April 21, 2011

Position Announcement

Security Officer

Interested applicants should submit a resume or completed application form, letter of interest, and contact information for 3 references to: Human Resources, McHale Hall, P O Box 889, Rensselaer, IN 47978.

Department: Student Development
Reports to the Associate Dean of Students — Security & Safety

Start Date: As soon as filled

Benefits: As stated in the Saint Joseph's College Handbook of Employment Policies and Practices for Hourly and Administrative Employees

Description: College Security Officers are responsible for maintaining a system of security that protects all members of the college community, their invited guests, and College property. Also provide a secure and safe environment in which students are free to learn and faculty members are free to teach.

Responsible for carrying out all duties as described in general and specific shift descriptions, including patrolling campus and the security of all buildings at appointed times. Patrols the entire campus area including the east farm, west farm, and garage area. During seasonal months he/she patrols Lake Banet Park and surrounding area, checking for fishing/boating permits, unauthorized swimming, and trespassing. Will check with the Park Managers in person and via radio. Walks through the residence halls during weekend duty on a regular basis, meets with the Resident Assistants in each hall, and makes contact with the student security officers. When two officers are on duty, one patrols in the vehicle and the other officer patrols the residence halls and buildings.

Responsible for maintaining a log of activities throughout the shift on a half-hour basis recording actions/incidents. Responsible for monitoring and answering any and all calls received on the campus emergency line connected to the portable radios, as well as checking and answering the security audix voice mail system, throughout the scheduled shift (including meal and break times). Sees that each procedure is executed in a timely manner in regard to fire, accident, and weather emergencies (response time is established by the Associate Dean).

Responsible for the strict and consistent enforcement of all traffic/parking regulations and disciplinary policies. Oversees the registration of all guests to campus and take appropriate action in regard to suspicious unauthorized persons. Responsible for the immediate supervision of the student security officers, for adhering to College policies regarding spending and management of departmental budget, and for maintaining the cleanliness of the security office and the security vehicle. Additional duties will be as assigned by the Associate Dean for Safety & Security.

Will work a regular shift of 8 hours five days a week except those times when extra assistance is required or when circumstances indicate a need for a change of schedule. Must report for duty 15 minutes prior to the start of the shift. Must report for duty well groomed, neat and in complete uniform. Works independently making good decisions under difficult circumstances and in compliance with established policies and procedures. Supervises 2 or more student security officers on duty on the same shift.

Qualifications: High School diploma or equivalent. Must have valid driver's license and be at least 21 years of age (able to enter Core XI). Must show ability to use sound judgment, deal with emergency situations and to deal with angry individuals and groups. Must have good written and verbal communication skills. Must be able to walk long distances and climb steps. Must have good leadership skills and be able to work a rotating shift. Must be able to do light to moderate lifting. CPR, AED and first-aid training are preferred.

An Equal Opportunity Employer
Minorities and women are encouraged to apply