



MULTNOMAH  
UNIVERSITY

## EMPLOYMENT OPPORTUNITY

**Date: January 2021**

**Open until filled**

If you have questions regarding this position, please contact Josh Burke [joshuaburke@multnomah.edu](mailto:joshuaburke@multnomah.edu) 503.445.5263

### **Job Title: Campus Safety Officer**

**Reports To: Deputy Director of Emergency Management and Campus Safety**

**Mission: *The mission of the Department of Emergency Management and Campus Safety is to provide and foster a climate that allows individuals to live, study, work, and visit campus in a safe environment. Areas of focus include; workplace safety, fire safety, weather safety, and safety from crime.***

#### **Primary Responsibilities:**

***Provide Campus Safety Patrol Services – Assist the university in its institutional mission of educating and equipping Christians by providing an environment of physical and emotional safety to staff, students, and faculty and protection of buildings and property on a 24-hour basis.***

- Work shifts as scheduled.
- Building checks and rounds
  - General patrolling of the campus as well as systematic routine checking of each building on campus.
  - Staff officers will also assist as needed in conducting complete building-by-building checks checking every window and door on campus.
  - Staff officers are responsible for supervising student officers on their shifts to make sure they are performing their duties in accordance with departmental goals and procedures.
- Monitor use of phone, radio, camera and other equipment and Campus Safety systems.
- Confrontation procedures (Excluded Individuals, Trespassers, etc.)
  - Notify police by calling or overseeing the notification of emergency or non-emergency police services.
- Conduct Fire Drills
  - Coordinate the proper evacuation of buildings scheduled for periodic fire/evacuation drills
  - Provide training to the campus community in proper drill procedures.
  - Contact the alarm monitoring stations when fire drills are performed.
- Perform or oversee the arming and disarming of building burglar alarm systems at regularly scheduled times.
- Perform or oversee the locking and unlocking of buildings at scheduled times
  - Perform or oversee identification and authorization of access control to areas of campus.
- Medical response procedures –
  - Provide and/or oversee first responder assistance to medical emergencies that happen on campus, assessing the situation and calling 911 if appropriate.
- Traffic Control and ticketing of vehicles
  - Direct and/or oversee directing traffic and enforcing campus vehicle laws and policies.
  - Ensure drivers are observing state and campus driving and parking procedures.
- Regulate use of campus facilities
  - Stay current on facilities and classroom schedules as well as after-hour authorization lists.
- DPSST
  - Remain current on all state mandated Department of Public Safety Standards and Training requirements.
  - Must maintain current Unarmed Security Professional Certifications.
- Provide backup coverage for shifts in event of sickness, vacations, family leave for other officers - including when student officers are not available.

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MULTNOMAH UNIVERSITY

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**Campus Safety Department Administration – work as a team member with other Campus Safety Officers**

- Supervise student officers/patrol shifts, providing direct oversight to ensure they are:
  - Following all departmental and institutional procedures.
  - Correctly filling out all relevant paperwork.
  - Taking their breaks at appropriate intervals.
  - Properly trained and follow all security department procedures.
- Oversight of all shifts to ensure they are being run effectively - This may include, but is not limited to reviewing daily activity reports, criminal and non-criminal reports, and building checklists.
- Assist in the training of new security officers - this includes training new officers in department and campus related procedures.
- Perform duties as assigned by supervisor(s)

**Qualifications:**

**Job-specific Requirements:**

- One-year prior security related experience preferred.
- Lead officer or supervisor experience preferred.
- Obtain and maintain current CPR/First-aid certification within 6 months of being hired.
- Obtain and maintain current Oregon Department of Public Safety Standards and Training private security officer certifications.
- Ability to work outside in all weather conditions, stand and walk for long periods of time.
- Physically able to run, crawl, climb and perform other physical activities in the performance of duties.
- Working knowledge of Microsoft Office applications.
- Must be at least 18 years of age.
- A valid driver's license.

**General Employment Requirements:**

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah contain the following relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

**This is a full-time support staff position with benefits including medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment. A generous Employee Tuition Grant is available after 1 year of employment.**

To Apply, find the application link here: [www.Multnomah.edu/Careers](http://www.Multnomah.edu/Careers)

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