



Job Title:	Campus Security Officer	Hourly/Salary:	Hourly
Department/Area:	Student Services	Classification:	
Location:	Harrodsburg	Travel Required:	Possibility
Reports To:	Director of Campus Security at Harrodsburg	Position Type:	Part-Time
HR Contact:	Jason Lawson	Date posted:	09.02.2020
Position Fill Date:	Immediate	Posting Expires:	
External posting URL:	www.campbellsville.edu		
Internal posting:	Human Resources Board		

Applications Accepted By:

Fax: (270) 789-5180

Email: jobs@campbellsville.edu

Subject Line: Campus Security Officer - Harrodsburg

Attention: Jason Lawson

Mail:

Director of Human Resources
Campbellsville University
1 University Drive, UPO 944
Campbellsville, KY 42718

Job Description

Job Summary: The Campus Security Officer's primary responsibility is to insure the safety and security of students, faculty, staff, and university property in a professional manner. Officers strive to keep our diverse campus community safe and secure by means of a community-friendly approach that enhances safety through accessibility, positive conflict resolution, and crime prevention and awareness programs.

Job Responsibilities:

- (1) Patrol buildings and grounds.
- (2) Unlock doors and let students in residence halls after closing hours.
- (3) Examine doors, windows and gates to determine they are secure.
- (4) Warn violators of rule infractions, such as loitering; carrying forbidden articles; and detain or expel persons engaging in suspicious or criminal acts.
- (5) Observe for and report irregularities such as fire hazards, leaking water pipes, and security doors left unlocked.
- (6) Sound alarm or call fire department in case of fire.
- (7) Notify local law enforcement agency in case of presence of unauthorized persons. Permit authorized persons to enter property.
- (8) Record data such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for use of supervisory staff.
- (9) Be knowledgeable and informed on how to respond to current social justice issues if a situation arises on campus.
- (10) Be knowledgeable of the university's Diversity/Inclusion policy.
- (11) Be knowledgeable of all signs/symptoms of COVID-19 while ensuring the university follows all state and federal health guidelines.
- (12) Be available to provide a temperature check for faculty, staff, coaches, or students if needed.

- (13) Regulate vehicle and pedestrian traffic on campus to maintain orderly flow.
- (14) Patrol special events on campus, including sports events, dances, and concerts.
- (15) Provide students and staff with security escort service as needed.
- (16) Prepare various reports as needed.
- (17) Write traffic parking tickets as needed.
- (18) Assist state and local law enforcement agencies.
- (19) Call in maintenance personnel as needed.
- (20) Keep campus picked up of litter.
- (21) Perform duties as requested by supervisor.

Skills/Qualifications:

- (1) High school diploma required.
- (2) Some college hours preferred.
- (3) Related experience helpful.
- (4) Must have valid driver's license.
- (5) Must have excellent moral character, courteous, and pleasant mannerisms, have patience, tact, sound judgment, cheerful disposition; integrity, initiative, be trustworthy and honest.
- (6) Neat in appearance; possess a high degree of professionalism.
- (7) Be willing to cooperate and work with all personnel.

Essential Duties:

- Working flexible hours necessary to perform job requirements satisfactorily on a regular basis.
- Must be willing to work outdoors, shift-work, weekends, holidays, and overtime, under strenuous and potentially dangerous conditions.
- Managing absences from work in responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University, a comprehensive Christian institution offering undergraduate (associate and baccalaureate) and graduate (master's level) programs, stresses academic excellence solidly grounded in the liberal arts, personal growth, integrity, and fellowship within a caring environment. Campbellsville University is centrally located in the heart of Kentucky and has been listed in US News and World Report as one of "America's Best Colleges" for 18 consecutive years. The University seeks to prepare students to enrich their own lives through lifelong learning, to contribute to their respective disciplines through continued scholarship, and to advance society as Christian servant leaders. An employee of Campbellsville University is expected to participate in the life of a local church in keeping with the spirit of the institutional mission statement and core values. The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

Reviewed By:		Date:	
Approved By:	Jason Lawson	Date:	09/02/2020

Last Updated By:		Date/Time:	
Internal Post Date:	07/23/2020	External Post Date:	09/02/2020