

**Safety & Security Officers**  
**Part-Time/On-Call/Weekend Shifts**  
**College of Saint Mary/Omaha, Nebraska**

Campus Safety & Security officers ensure the safety of students, staff, faculty and guests, as well as campus property. Safety and Security Officers respond to all campus emergency situations.

**Primary Job Responsibilities:**

- Makes periodic “rounds” of campus facilities and make presence known to campus constituents.
- Coordinates access of campus buildings and classrooms.
- Provide escorts for students and campus personnel upon request.
- Responds to incidents on campus, determines actions to take, and documents a complete written record of the incidents to meet federal and College reporting requirements.
- Responds to incidents, conducts investigations and writes reports regarding potential Student Code of Conduct violations.
- Responsible for enacting the College’s emergency response and evacuation plan in fire incidents, bomb threats, hazardous materials incidents, natural disasters and inclement weather.
- Render emergency first-aid assistance when necessary.
- Assist local police, fire and rescue personnel as needed, and develop relationships with those entities to enhance security and safety measures at CSM.
- Attend various meetings relating to safety and security and contribute positively to that dialogue.
- Work cooperatively with all stakeholders of CSM and other professionals by the exercise of positive human relation skills to include being courteous, respectful and professional at all times.
- Enforce parking regulations.
- Model appropriate behavior and adherences to CSM policies and federal, state and local laws.
- Perform other tasks and assignments as directed by Safety and Security Department management and or senior college officials.

**Qualifications:**

High school degree or its equivalent with an Associate’s Degree in Criminal Justice or other related field preferred. One year experience in security preferred; law enforcement and/or military background desired. Able to read, write and speak the English language; possess excellent public relation skills, as this position frequently interacts with students, staff and the general public; current CPR/AED/First Aid certification preferred or be capable to obtain after hire; must be in good physical and mental condition;

possess strong verbal and writing skills to include the use of a computer to send and receive email and the use of standard software for report writing purposes; must be able to drive gas/electric motor driven vehicles and carts for use on routine patrol/escorts; must be 21 years of age at the time of hire; possess a valid Nebraska driver's license (Iowa if residing in Iowa) and reliable transportation to and from CSM; pass a criminal background check and general physical. Possess high levels of integrity, character and ethics.

**Salary and Benefits:**

The salary range is \$11.00-\$12.00/hour.

**About Omaha:**

College of Saint Mary is located centrally in Omaha, the largest city in Nebraska. A growing city with metropolitan area population of 850,000 set among the rolling hills of the Missouri River Valley, Omaha is the home of five Fortune 500 companies, a world-class zoo, professional and semi-professional sports teams, and a nationally recognized community theater, ballet, and symphony.

**Application:**

If interested, please apply using the following link. When the system asks you to attach a resume please attach a combined letter of application including letter of interest, resume, and names and contact information for three professional references, including a minimum of one supervisor.

<https://home.eease.adp.com/recruit/?id=5140271>

*College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*