



Safety & Security Officer (*Part-Time*)

College of Saint Mary is seeking a professional to join the Safety and Security Team. 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. This position will be primarily working the midnight shift (12:00 a.m. to 8:00 a.m.) on Saturdays and Sundays.

Primary Job Responsibilities:

- Conducts vehicle, bike and foot patrols
- Performs physical security checks of campus facilities
- Observes, reports, and identifies persons involved in suspicious activities, including suspicious vehicles. Ensures that unauthorized persons leave the College property
- Enforces college policies, regulations, and municipal, state and federal laws.
- Respond to emergency calls for assistance including medical matters, fire alarms and other alarms
- Respond to routine calls for assistance including safety walks and transports, building let-ins and vehicle jumpstarts.
- Effectively document violations of college policy and other events by producing incident reports
- Complete Daily Log Sheets
- Lock and unlock campus buildings, classrooms, and offices as necessary
- Alerting students, staff, and faculty of severe weather or other emergency incidents
- Considered key personnel with Fire Safety and Prevention on campus

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.
- Must be 21 years of age at the time of hire; possess a valid driver's license
- Possess high levels of integrity, character and ethics.
- Have the ability/knowledge of security computer programs, access control systems, and CCTV Cameras systems.

Salary: \$15.00 per hour

Application

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including one supervisor, ready to upload during the application process.

[Application: Safety and Security Officer](#)

College of Saint Mary is a Catholic university providing access to education for 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, sexual orientation, gender identity, pregnancy, 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.