

# HILBERTCOLLEGE

## OPEN POSITION ANNOUNCEMENT

October 29, 2021

**JOB TITLE:** Campus Safety Officer (Part-Time – Afternoon and Overnight Shift)

**REPORTS TO:** Director of Campus Safety

**DEPARTMENT:** Campus Safety

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**Job Summary:** A Campus Safety Officer ensures the overall safety of students, faculty and staff, the general public and properties of the institution. Duties and responsibilities include patrol buildings and grounds on a regular basis; escort students when requested; provide access control to campus facilities. Respond to first aid, emergency, and incident calls; assist with vehicle lockouts and jumpstarts; report violations of Federal, State, local, and campus policies and regulations; provide event security when necessary. Assist local agencies, police, emergency and fire, that are responding to campus emergencies when it is possible to do so; provide information assistance; provide traffic control and parking enforcement; take mechanical equipment readings and monitor sensitive equipment.

**Requirements/Qualifications:**

- Basic computer skills
  - Flexibility; able to work other shifts including weekends
  - Strong written and oral communication skills
  - Willingness to complete on-the-job training
  - Good physical condition to restrain a person if necessary
  - NYS Security Guard Card
  - 1 year experience in security or equivalent preferred
  - High School diploma or equivalent
  - Valid driver license
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Interested candidates should submit a cover letter, resume, and contact information for three professional references to Michael Williams, Director of Campus Safety, [jobs@hilbert.edu](mailto:jobs@hilbert.edu).

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