

HILBERTCOLLEGE

OPEN POSITION ANNOUNCEMENT

June 28, 2021

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

REPORTS TO: Director of Campus Safety

DEPARTMENT: Campus Safety

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 as needed
 - 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 Joseph LaRosa, Assistant Director of Campus Safety, jobs@hilbert.edu.

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