CAMPUS SECURITY OFFICER
JOB DESCRIPTION

Department: Facilities
Supervisor: Campus Security Coordinator
Status: Part-time (4:00 - 9:00 p.m.)

Ursuline Academy is seeking part-time Campus Security Officer, who is responsible for and assists the professional staff with the safety of students, staff, and the facilities.

SPECIFIC DUTIES:

- Monitor and secure the campus areas.
- Ensure a smooth traffic flow through the campus.
- Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
- Challenge unauthorized visitors and escort them to exits and off the campus.
- Notify the administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations.
- Participate in appropriate in-service and workshop programs.
- Participate in security inspections of school facilities.
- Identify problems/concerns and quickly takes appropriate action consistent with available facts, constraints, and anticipated consequences.
- Prepare reports detailing safety/security incidents on campus.
- Perform security escorts for students, staff, and/or guests as requested.
- Monitor and control access at vehicular/pedestrian gates and building entrances.
- Assist visitors with directions around campus.
- Monitor sporting events or other special events when needed.
- Assist with fire drills and other emergency building evacuations as requested.

Communication:
- Monitor safety concerns for the Academy and may also serve as part of the Crisis Team.

Administrative:
- Maintain confidentiality at all times regarding the Ursuline community.

WORK ETHIC:

- Maintain confidentiality at all times regarding the Ursuline community.
- Demonstrate professionalism and sensitivity when interacting with students, families, faculty and staff, visitors and vendors.
- Keeps abreast of and adapts to changes in the security field.
- Attend all required meetings and willing to perform all other duties as assigned
- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and our founder St. Angela Merici.
- Respect, cooperate and maintain a positive attitude with colleagues (faculty and staff), students, parents and alumnae and exemplify the core values.
- Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.

**REQUIREMENTS:**

- High School diploma

**PREFERRED:**

- College degree

**PHYSICAL DEMANDS:**

Work is performed indoors and outdoors. The position requires frequent walking and standing, as a regular part of the job. Specific vision ability required including close, distance, peripheral vision and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. While performing the duties of this job the employee is occasionally exposed to weather conditions or extreme cold or heat.

**COMPETENCIES NEEDED:**

Able to understand and follow oral and written instructions. Knowledge of universal precautions in the case of injuries. Knowledge of applicable rules, regulations, policies, and procedures within the organization. Knowledge of basic public safety operations and security.

**TO APPLY:**

If interested, email cover letter, resume, and references to: uaemployment@ursuline.org. Please include “Security Guard” in the subject line of email.