



## *Adrian College*

---

<b>Position Title:</b>	Master Campus Safety Officer
<b>Classification:</b>	Part-time, Hourly
<b>Purpose of Position:</b>	Support the College by maintaining a safe campus
<b>Education:</b>	Bachelor's Degree preferred
<b>Supervision Received:</b>	General supervision; reports to Director of Campus Safety
<b>Supervision Exercised:</b>	May oversee activities of student safety officers
<b>Work Schedule:</b>	Part-time; up to 29 hours per week; various shifts; must be available weekends and holidays
<b>FLSA Classification:</b>	Non-Exempt
<b>Rate of Pay:</b>	\$16.50 -\$17.50

### **Example of Duties:**

This position involves frequent verbal, written and email correspondence with students, staff, and faculty. The successful candidate will:

- Patrol and secure the campus grounds and buildings
- Conduct opening and closing rounds, camera rounds, and parking rounds
- Respond to, investigate and document criminal and non-criminal incidents
- Report any physical security issues (burned out lights, damaged locks, broken windows, etc.) that may endanger the safety of students, staff, faculty and visitors of Adrian College.
- Assist with athletic and special college-sponsored events alongside local law enforcement and emergency personnel
- Act as a leader, trainer, and role model
- Perform other duties as assigned.

### **Minimum requirements:**

- Associates Degree from a two-year college or technical school in Law Enforcement or Criminal Justice.
- 1 to 3 years of relevant experience in Law Enforcement, Current or Former MCOLES certification
- Must be able to carry out oral and written instructions and communicate effectively in person and in writing
- Basic computer skills in Microsoft Word and Excel and email usage
- Must be able to walk, sit and stand for long periods of time, must be able to perform duties within the normal bounds of an office environment and conduct physical patrols of campus in a variety of weather conditions.
- Ability to remain calm in emergency situations or conditions where others are agitated and ability to take control of volatile situations
- Must be available to work nights, weekends, and holidays

The requirements listed above are representative of the knowledge, skill, and/or ability required.

### **Desired Qualifications:**

A Bachelor's Degree is preferred; relevant education and work experience will be considered. The successful candidate will be highly motivated and will be adept at working both independently and in a team environment. Certification in First Aid, CPR, and/or fire safety is also preferred.

Adrian College is an Equal Employment Opportunity Employer. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

**Interested individuals should submit a cover letter and resume to [campus-safety@adrian.edu](mailto:campus-safety@adrian.edu).**