



*Adrian College*

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<b>Position Title:</b>	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

**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;
- 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 for the Student Safety Officers
- Perform other duties as assigned.

**Minimum requirements:**

- 1-3 years of relevant experience in Law Enforcement, Public Safety, or Campus Safety/Security
- Must be able to carry out oral and written instructions
- 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.

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.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. 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).**