Position Title: Campus Safety Officer  
Department: Campus Safety  
Reports To: Director of Campus Safety  
FLSA Designation: Non-exempt, Hourly  
Bargaining Unit Position: No  
Date Written/Revised: July 2013

POSITION SUMMARY

ESSENTIAL FUNCTIONS:

- Responsible for accomplishing the mission of the Office of Campus Safety, to provide for both the security and safety of the Fisk community.
- Conduct both walking and mobile patrols of interior and exterior locations/areas of the campus and remain highly visible.
- Responds to access/securing requests in accordance with the policies and procedures of the Key and Access Control programs.
- Monitors all Campus access points, monitoring all campus entry (vehicular and pedestrian) and egress. This to include traffic direction, visitor assistance and entry validation when necessary.
- Completes required paperwork in compliance with the Campus Safety Operations Manual and University Handbook, including but not limited to, field reports, operations notes, incident reports, accident reports, traffic citations, alcohol citations, more.
- Provides emergency/crisis/routine response as situations arise, in accordance with University and departmental policy, Federal, State and local laws.
- Annually attend in-service training provided by the University and pass with a 70% or better, each testing instrument.
- Perform all other routine and daily Campus Safety services that are also required of contract officer staff.
- Ability to work overtime and varying days off and/or shifts as necessary.
• Other duties as assigned by the Director of Campus Safety.
• Days off are generally set back to back and usually unchanging but may be subject to change depending on staffing and deployment needs.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

• Good verbal, written and other interpersonal skills
• Ability to work effectively as a team or independently, with minimum supervision.
• Experience working in a university or college setting, preferably, in the area of campus security or campus safety, preferred.
• Must possess proficient report writing skills
• Good problem solving and conflict resolution skills.

QUALIFICATIONS

Education: High School diploma or GED required; college experience preferred.

Experience: Prior military, police or armed security experience required; minimum of two years’ experience preferred.

Licenses or Certificates: Applicants must possess a valid armed security license issued by the TN Department of Commerce and Insurance – OC and Baton certifications preferred.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.