FISK UNIVERSITY
Job Description Form

Position Title: Campus Safety Officer

Department: Campus Safety

Reports To: Chief /Director of Campus Safety

FLSA Designation: Non-exempt

Bargaining Unit Position: No

Date Written/Revised: August 2014

POSITION SUMMARY

Provides personal, equipment, and real property security for faculty, staff, students, and visitors of the University campus. Provides escort services, and other basic public assistance services as needed, and performs routine security and public safety patrol duties. Remains alert to emergency situations and provides first-line response, emergency management, and/or referral if required.

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 80% or better, each testing instrument.

Ability to work overtime and varying days off and/or shifts as necessary.

Other duties as assigned.

Days off are generally set back to back and usually unchanging but may be subject to change depending on staffing and deployment needs.

SECONDARY FUNCTIONS

Other duties as may be assigned by the Director, Commander or Sergeant on duty.

ORGANIZATIONAL RESPONSIBILITY

Does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of other full time, part time, and/or student employees on a project or assignment basis.

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.
- Proficient with Microsoft Outlook email system and word processing system, Microsoft Word.
- Experience working in a university or college setting, preferably, in the area of campus security or campus safety, preferred.
- Good problem solving and conflict resolution skills.

QUALIFICATIONS

Education: High School Diploma and one year of college experience preferred plus adequate level of experience in safety or security field.

Experience: Prior military, police or post secondary venue experience preferred. Minimum of two years of experience preferred.

Licenses or Certificates: State of Tennessee Department of Commerce and Insurance Armed licensing and certifications required.

Additional Requirement: A background and/or credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.