Position Title: Campus Safety Officer  
Department: Campus Safety  
Reports To: Chief of Campus Safety  
FLSA Designation: Non-exempt  
Bargaining Unit Position: No  
Date Written/Revised: August 2014/February 2016

POSITION SUMMARY:
Provide for the safety and well being of Fisk University students, faculty and staff and property through enforcement of university policies and procedures. Preserve peace through conspicuous patrol, respond to calls for assistance, including emergency and crisis situations, and provide other safety-related services.

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.
• 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 Chief and/or Captain.

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.

ORGANIZATIONAL RESPONSIBILITY:

No direct reports.

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' experience preferred.

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

Additional Requirements: 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.