

NOTICE OF VACANCY

POSITION TITLE: Security Officer (Full-Time)

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**SALARY:** \$30,000.00

**REPORTS TO:** Coordinator of Security and Emergency Preparedness

**BENEFITS:** Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans.

**POSITION DETAILS:** Full-time

**HOURS:** 2 shifts available

Monday-Friday; 7:00AM to 3:00PM and Monday-Friday; 3:00PM to 11:00PM

**START DATE:** As soon as possible.

**SUPERVISORY DUTIES:** N/A

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

#### **POSITION SUMMARY:**

The Security Officer provides a safe and secure learning and working environments for all members of the USAO campus as well as guests and visitors. They enforce procedural rules and regulations as well as ensure the personal safety of students, faculty, staff, visitors, and property.

#### **RESPONSIBILITIES:**

Have knowledge of and enforce the University’s policies, rules, and procedures with respect to the operations, security, and safety of the campus.

- Patrol campus including buildings and grounds on a continuous basis to identify and assess situations that may impact the safety and security of the University community. Check for suspicious occurrences and enforce parking rules and regulations. This includes operating and monitoring security cameras.
- Maintain knowledge of fire and security alarm systems and respond to all alarms, incidents, and emergencies in accordance with the University's procedures and department expectations.
- Respond to situations reported to Campus Security and assist in investigations. Coordinate as needed with local law enforcement and/or Emergency Services.
- Maintain working knowledge of the locations of various departments, buildings, access routes and admitting requirements. (i.e. open, secure, and close the building as scheduled and follow regulations for access requests made outside business hours)
- Provide general directions or assist with general questions from the campus community and the public. This person may act as a point of contact during routine maintenance or when facilities are being toured by prospective students/families or other authorized visitors.
- Respond immediately and appropriately to all emergency, contingency, or disaster situations.
- Record and report to the Maintenance office, the Coordinator of Security and Emergency Preparedness and/or the Vice President of Business & Finance on all building, ground maintenance, security, and safety issues (i.e. lights being out, signs missing, elevators being out, etc.).
- Provide special support and assistance to certain departments on campus such as the business office, maintenance office, and housing to conduct university business.
- Serve as a Campus Security Authority as outlined by the Clery Act.
- Perform other related duties as required or assigned.

### **QUALIFICATIONS, EDUCATION & EXPERIENCE:**

Required qualifications are to have a high school diploma with 2 years of work experience, or working toward bachelor's with work experience, or have a bachelor's degree. Must possess and maintain a valid driver's license. Preferred qualifications include experience working in a university environment, experience with computer and electronic security systems, and CLEET certification.

### **TO APPLY:**

To be considered you must complete the USAO application at (<https://usao.edu/about/personnel.html>). If you prefer a paper application you may pick one up at 1727 W Alabama Chickasha, OK 73018 in Troutt Hall Room 306.

Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to [hr@usao.edu](mailto:hr@usao.edu).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.