

NOTICE OF VACANCY

August 30, 2023



Security Officer (Part-Time) Student Services

GENERAL PURPOSE:

Under the direct supervision of the Coordinator of Security and Emergency Preparedness, and under the leadership of the Vice President for Business and Finance, the Security Officer provides a safe and secure learning and working environment for all members of the Science & Arts 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.

WORK SCHEDULE:

Typically, a set schedule on weekends, up to 24 hours. This position may also vary by shift as needed and may include days, nights, weekends, holidays or other campus closures. This is considered an essential position.

ESSENTIAL DUTIES:

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

1. Patrol campus including buildings and grounds on a continuous basis in order 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.
2. 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.
3. Respond to situations reported to Campus Security and assist in investigations. Coordinate as needed with local law enforcement and/or Emergency Services.
4. 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)
5. 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.
6. Respond immediately and appropriately to all emergency, contingency, or disaster situations.
7. Record and report to the Maintenance office, the Emergency Preparedness and Senior Security Officer and/or the Associate Vice President for Student Services and Human Resources on all building, ground maintenance, security and safety issues (i.e. lights being out, signs missing, elevators being out, etc.).
8. Provide special support and assistance to certain departments on campus such as the business office, maintenance office, and housing to conduct university business.
9. Serve as a Campus Security Authority as outlined by the Clery Act.
10. Perform other related duties as required or assigned.

SKILLS AND ABILITIES:

Ability to exercise good judgment and make decisions under stress; Ability to interact and communicate in a professional manner with various groups of people, including community members, students, faculty, and staff; Ability to write clear, concise reports. Ability to respond quickly in an emergency and act accordingly; Ability to operate security equipment; Ability to stand or walk for extended periods of time; Ability to lift up to 25 pounds.

EDUCATION AND TRAINING:

Required:

- High school diploma and 2 years of work experience **or** Working toward bachelors and work experience **or** Bachelor's Degree
- Must possess and maintain a valid driver's license

Preferred:

- Experience working in a university environment.
- Experience with computer and electronic security systems.
- CLEET certification

TO APPLY:

Complete the Science & Arts application (<https://usao-gcgxy.formstack.com/forms/employment>), as well as submit 3 references, to hr@usao.edu. You may also mail them to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322, ATTN: HR Office. Application review will begin immediately and continue until position is filled.

Employment is contingent upon the results of a national criminal and sex offender background check.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment. As required by the US Department of Education, employees are required to report violations under the Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.