



Notice of Vacancy

April 2021

Security Officer

General Purpose: Under the direct supervision of the Emergency Preparedness and Senior Security Officer and under the leadership of the Dean of Students, the Security Officer provides security for the USAO campus. They enforce procedural rules and regulations, ensure the personal safety of students, faculty, staff, visitors, and property, and maintain security and safety of campus.

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. 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.
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. Be able to provide general directions or assist with general questions. This person may act as a point of contact during routine maintenance or when facilities are being toured by prospective students/parents or other authorized visitors.
6. Responds immediately and appropriately to all emergency, contingency, or disaster situations.
7. Record and report to the Emergency Preparedness and Senior Security Officer and/or the Dean of Students 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 and maintenance office to conduct university business.
9. 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:

- Bachelor's Degree **or**
- Working toward bachelors and work experience **or**
- High school diploma and 2 years of work experience
- Must possess and maintain a valid driver's license
- Must successfully complete a criminal background check and drug screening.

Preferred:

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

TO APPLY: Submit completed USAO application form and three professional work references to the Personnel Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322. Application review will begin April 23, 2021 and continue until position is filled.

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.

