

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position: Part Time Security Officer**  
**Preparation Date: November 2014**

Function of Position: Responsible to Director, Campus Security & Safety for patrolling the campus, responding to incidents and enforcing College parking regulations. This position will work up to 900 hours annually.

Principal Duties and Responsibilities:

- 1) Patrol, by foot and vehicle, campus. Be visible, available look for areas of concern. (10%)
- 2) Lock and unlock buildings (7%)
- 3) Check mechanical systems of buildings, noting carbon monoxide levels, status of boilers, furnaces, hot water heaters, and other utilities. (2%)
- 4) Check fire prevention and notification systems. (6%)
- 5) Provide escorts to students. (2%)
- 6) Perform basic first aid, CPR (with or without AED). Transport non-emergency medical situations to clinics and hospitals and request ambulance for injuries and illnesses of emergency characterization. (6%)
- 7) Transport and secure items of value, and transport funds to the bank or facilities, as required. (4%)
- 8) Takes action to cease a crime in progress or to prevent injury within the limits of authority. (2%)
- 9) Respond to incidents, initiate reports, and conduct limited investigations. (10%)
- 10) Protect crime scenes pending police arrival. (2%)
- 11) Call police when College property is involved in criminal event or when a student requests police services. (2%)
- 12) Take statements from complainants, victims, witnesses and subjects. (2%)
- 13) Take evidence and photographs, as necessary. (2%)
- 14) Assist police, fire, rescue and other public agencies with their activities on campus. (2%)
- 15) Notify security director and/or other college officials as necessary. (2%)
- 16) Confiscate prohibited and restricted items such as firearms, explosives, alcohol, illegal drugs, etc. (2%)
- 17) Maintain order at college events. (2%)
- 18) Respond to fire alarms, check for danger, contact fire department, reset systems, and authorize residents to re-enter building when safety permits. (2%)
- 19) Assist visitors, gives directions, manages lost and found items. (2%)
- 20) Recognize blood-borne pathogen contamination situations and take necessary clean-up and decontamination steps. (1%)
- 21) In the absence of residence hall staff, enforce resident hall and student conduct policies. (1%)
- 22) Assist resident assistants and residence hall directors as needed. (1%)
- 23) Enforce parking regulations. Write parking tickets. Contact towing companies to tow vehicles. (15%)
- 24) Perform parking registration duties, to include issuing visitor and temporary passes. (5%)
- 25) Assist students with vehicle troubles. (3%)
- 26) Conduct driving certification tests. (2%)
- 27) Assist college employees. (3%)
- 28) Perform other related duties as assigned.

Supervision: Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and refers only unusual cases to the supervisor.

Minimum Qualifications: Requires knowledge equivalent to a high school education with one year of effective experience; must possess a valid driver's license and have no criminal record. Associate's degree preferred.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.