

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

**Title of Position: Security Officer, Part-Time**

**Function of Position:**

Responsible to Director, Campus Security & Safety for patrolling the campus, responding to incidents, and enforcing College parking regulations.

**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 reenter building when safety permits. (2%)
- 19) Assist visitors, gives directions, and 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.

**Hours:**

Primarily seeking applicants who have the flexibility of working 2<sup>nd</sup> and 3<sup>rd</sup> shift.

**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 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.