

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

**Title of Position: Campus Safety Officer**

**Preparation Date: April 2024**

**Function of Position:**

This full-time position is responsible to the Director, Campus Security & Safety. With staff available 24 hours a day, 7 days a week, the Campus Security & Safety staff is committed to being active role-models for both students and employees and developing positive community relations with local law enforcement and other organizations.

**Principal Duties and Responsibilities:**

1. Consistently perform patrol functions on foot, and/or patrol vehicles.
2. Respond to campus emergencies, fire and trouble alarms, and maintenance situations;
3. Provide escorts to students, personnel, and/or guests to and from parking lots/buildings as requested
4. Respond to incidents, initiate reports, and conduct limited investigations. Keep an up-to-date, and accurate log of all patrol activities.
5. Report any criminal activity, fire, or other safety concerns to proper authorities and supervisors. Take evidence and photographs, as necessary.
6. Act as a liaison for the College with local law enforcement. Assist police, fire, rescue, and other public agencies with their activities on campus.
7. Enforce parking regulations and issue electronic citations with a tablet. Perform parking registration duties.
8. Assist visitors, gives directions, and manages lost and found items. In the absence of residence hall staff, enforce resident hall and student conduct policies. Assist resident assistants and residence hall directors as needed. Assist students with vehicle troubles. Assist college staff in locating and communicating with students as needed.
9. 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.
10. Notify Security Director and/or other college officials, as necessary and perform other related duties as assigned.

**Supervision:**

Reports to the Director Safety and Security. Accountable to the staff in Student Life and Operations and Maintenance. Work proceeds independently, but under clear guidelines of the Safety and Security program.

**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. Demonstrate acceptable ability to use relevant equipment including computers, two-way radios, First Aid equipment. Skilled in Microsoft Office Suite (Word, Outlook, Excel). Must always be accessible for phone communication. Associate degree preferred.

**Desirable Qualifications**

- Ability to maintain a professional and respectful demeanor with the public that fosters good relations.
- Able to maintain a high level of confidentiality and handle sensitive information with discretion. Demonstrated ability to maintain student confidence and protect operational integrity.
- Establishing and maintain effective working relationships with faculty, staff, students, and members of the public.
- Effective oral and written communication skills which support the ability to submit accurate documentation and effectively communicate with people from various and diverse backgrounds.
- Demonstrate acceptable ability to use relevant equipment including computers, two-way radios, First Aid equipment. Skilled in Microsoft Office Suite (Word, Outlook, Excel), Google applications, and video conferencing technology.
- Be of good moral character, with no felony convictions or misdemeanor convictions.
- Demonstrated ability to work flexible hours including evening, overnight and weekend hours. Responsible for being on-call, working odd shifts, possible weekends, and holidays.

**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.