



# *OAKWOOD UNIVERSITY*

## *Employee Services/Human Resources*

### **NOTICE OF AVAILABLE POSITION**

**POSITION:** Public Safety Officer  
**DEPARTMENT:** Public Safety  
**STATUS:** Regular; Part-time (25 hours)

#### **QUALIFICATIONS:**

- High school diploma/GED; A minimum of 60 hours of college credits preferred
- Prior law enforcement experience desired.
- Ability to keyboard, knowledge of Microsoft office
- Must have Alabama drivers license and no more than 2 violations or accidents within last 3 years
- Ability to relate well to faculty, staff and students
- Pass obstacle sit-up and push-up requirements of the APOSTC physical agility course
- Pursuant to University Policy and regulations, job applicant for this position shall be required to submit for drug testing post-offer/pre-employment

#### **BRIEF DESCRIPTION OF DUTIES:**

- Maintain security and safety of campus personnel and property during designated shift by patrolling and securing buildings, checking building security, safeguarding property, monitoring campus egress/ingress, and responding to emergency situations
- Defuse volatile situations
- Use defensive tactics and non-lethal weapons such as pepper spray to subdue aggressive individuals, for officer safety, and to stop the commission of a crime
- Respond to medical emergencies and render first aid pending the arrival of emergency medical response personnel
- Assist Residential Life in conducting fire drills
- Assist Residential Life during "Health & Welfare" checks by serving as an observer and repository for contraband
- Collect, identify, and preserve all evidence and found property
- Conduct field investigations of incidents and write detail incident, miscellaneous, and accident reports
- Complete department reports and paperwork as required
- Enforce institution rules, regulations, and policies
- Provide services such as escorts, motorist assistance limited to jump starts, and special work details
- Serve as shift dispatcher when needed
- Provide parking enforcement by writing citations on illegally parked vehicles
- Provide traffic enforcement by making traffic stops and issuing citations
- Respond to fire and burglar alarms
- Respond as necessary to insure the safety of students, faculty, and staff during severe weather scenarios
- Detect and report all fire and safety hazards and maintenance problems that require attention
- Provide traffic/crowd control for special events
- Conduct undercover surveillance and investigations as situations require
- Assist the shift supervisor in the supervision of student workers
- Be available on an on-call basis to work overtime or other shifts on an as needed basis to provide adequate shift coverage

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- Attend in-service and external training classes as directed
- Work under the direction of an APOSTC certified officer or supervisor
- Perform other related duties as assigned
- Perform other duties as assigned

**SALARY:** Commensurate with education and experience.

**POSTING DATE:** **October 11, 2018**

**CLOSING DATE:** **Ongoing**

**HOW TO APPLY:** **Interested persons must submit employment documents by email:** application, resume and copy of diploma/copy of transcript to [hroffice@oakwood.edu](mailto:hroffice@oakwood.edu). Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located online at [www.oakwood.edu](http://www.oakwood.edu) under Human Resources. All employment documents must be attached to the email. **Incomplete employment documents will not be reviewed.** You will receive an automatic reply upon receipt of your email.

Oakwood University participates in   
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