



OAKWOOD UNIVERSITY

Employee Services/Human Resources

NOTICE OF AVAILABLE POSITION

POSITION: Public Safety Officer
DEPARTMENT: Public Safety
STATUS: Part-time; Temporary (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: **April 3, 2019**

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. 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 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  **E-Verify**
◆ **OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER** ◆

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