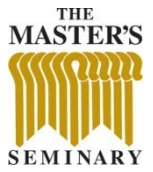




# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Community Service Officer</i>	<b>Wkly. Hrs./Weeks:</b>	24
		<b>Pay Grade:</b>	
<b>Department:</b>	Campus Safety Department	<b>Classification</b>	TEMP
<b>Reports To:</b>	Director of Campus Safety	<b>Effective Date:</b>	5/6/2019

## SUMMARY

Community service officers are unarmed positions, wear distinctive uniforms, interact with the public when performing security and work in an “observe and report” security role. Duties include: Observe and report as a security guard; Work static post and/or patrol assigned areas on shifts; unlock and lock buildings; data entry in computer log; make careful observations; prepare detailed reports of campus incidents; function as calm and professional first responder for non-violent incidents; handle fire alarms; crime reports; "observe and report" concerning suspicious persons; collision reports; able to maintain high level of confidentiality.

## ESSENTIAL FUNCTIONS

- Patrol the campus as requested (e.g., locking and unlocking doors, interacting with public, taking incident reports, providing CPR/AED and basic first aid in medical emergencies)
- Perform dispatch security services in static post within the guard shack (e.g., guest registration, key sign in/out, monitoring emergency phone lines, monitoring closed-circuit TV systems, sending mass notification alerts, computer entry)
- Other duties as assigned.

## COMPETENCIES

- Good communication in English language in both writing and speaking
- Adept with computers, strong word processing skills
- Able to not panic during a crisis or faint at the sight of blood
- Keen observation skills
- Able to work with two way radios
- Able to work with persons of diverse backgrounds
- Recognized maturity
- Able to follow orders
- Self-disciplined
- Able to maintain static or foot patrols on campus
- Professionally interact with public and public safety officials with courtesy and professionalism
- Follow policy and procedures
- Maintain confidentiality

## QUALIFICATIONS

- High school diploma or equivalent.
- Valid Driver’s License, Clean driving record
- Guard Card will be required
- Flexibility to work fixed or alternating hours during day or overnight at department preference
- Able to articulate the importance for safety for life and property on a college campus
- Customer service experience a plus

## SELECTION PROCESS

- Step 1: Application submitted to Human Resources
- Step 2: Interview
- Step 3: Reference checks – verification of prior employment, licenses, references
- Step 4: Drug screening, Physical Exam, PAT conducted by US Health Works
- Step 5: Admin Review / Possible job offer

## WORKING CONDITIONS

- Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.

### ADDITIONAL INFORMATION

***Minimum Conditions for Beginning Employment:***

Prior to beginning employment, in accordance with The Master's University policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

***If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.***

*The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.*

### APPLICATION PROCESS

Please submit a Student Employment Application and a Cover Letter to be considered for this position. Applications can be picked-up and dropped-off in the Student Career Center/Student Employment Office.

**Selection Process:**

All applications will be reviewed by the Campus Security Department until the position is filled.

**Selection process for Community Service Officers include:**

1. Interview
2. Medical exam/Drug Test/PAT
3. License Check with DMV
4. Verification of Guard Card

**Application Procedures:**

All documents included in your application remain the sole property of The Master's University and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.