

# JOB DESCRIPTION

## INFORMATION

|                    |  |                          |           |
|--------------------|--|--------------------------|-----------|
| <b>Job Title:</b>  | <i>Campus Safety Officer – Unarmed</i> | <b>Wkly. Hrs./Weeks:</b> | 32/52     |
| <b>Department:</b> | Campus Safety Department               | <b>Pay Grade:</b>        |           |
| <b>Reports To:</b> | Director; or his designee              | <b>Classification</b>    | Hourly    |
|                    |  | <b>Effective Date:</b>   | Immediate |

## SUMMARY

The Campus Safety Officer – Unarmed position provides service functions to support the general safety of the university community. Observes and Reports in assigned patrol areas and responds to radio and/or telephonic calls for routine and/or emergency assistance in both criminal and non-criminal matters. Deters and prevents unlawful behavior, and performs internal and external public safety functions.

## ESSENTIAL FUNCTIONS

- Position is classified at 32 hours per week
- Must be able to report to work in case of emergencies.
- Carries assigned equipment on duty subject to licensing and training.
- Patrols an assigned area on foot or in a vehicle and serves as a field supervisor to other campus safety officers on patrol shifts.
- Responds to telephonic and/or radio calls for routine and emergency assistance in both criminal and non-criminal situations. Assesses circumstances and conditions at the scene of an incident and determines the appropriate response.
- Conducts preliminary investigations of criminal and non-criminal incidents. Interviews victims, witnesses, suspects, and others. Issues citations and/or makes arrests. Conducts follow-up investigations as required.
- Maintains an accurate record of daily activities. Prepares comprehensive incident and crime reports. Ensures reports are legally sufficient through consultation with supervisors.
- Assesses severity of medical emergencies, provides first aid, summons medical assistance as required, and transports non-life threatening sick and injured.
- Testifies in court on criminal and civil matters affecting the interests of the university.
- Maintains perimeter and crowd control in the areas of crimes, emergencies, and special activities.
- Escorts university employees, faculty, staff, students and/or guests and their vehicles.
- Presents crime prevention and public information programs.
- Maintains security of buildings and university related property by controlling access, and the opening and securing of buildings.
- Perform other duties, as assigned.

## COMPETENCIES

### KNOWLEDGE OF:

- Operation of a computer and assigned equipment
- Record-keeping techniques
- Oral and written communication skills

### ABILITY TO:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background of faculty and staff, students, and guests.
- Patrol assigned areas and issue citations to illegally parked vehicles to maintain control of vehicles parked on campus.
- Promote campus safety and control.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned equipment.
- Observe legal and defensive driving practices.

- Work independently with little direction.
- Proactive
- Leadership ability
- Team Player
- Positive mental attitude
- Strong customer service skills
- Godly and humble character
- Courageous
- Confident decision maker
- Able to exercise wisdom, discernment and sound judgment
- Ability to give and receive encouragement and constructive criticism
- Able to work creatively and collaborate with other leaders to set vision for department

## QUALIFICATIONS

- Be at least 21 years of age
- Personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and exhibition of a desire to minister and serve others in varied capacities
- High school diploma or equivalent
- California Class C driver's license or out of state equivalent
- California Guard Card, required upon hire
- PC 832 arrest course certificate (40 hour course), flexibility to attend when scheduled
- Previous licensed security experience preferred

## SELECTION PROCESS

- Step 1: Application and resume submitted to Human Resources
- Step 2: Job Interview
- Step 3: Background Investigation – verification of qualifications, references
- Step 4: Drug screening, Physical Exam, PAT conducted by US Health Works
- Step 5: Admin Review / Job offer

## WORKING CONDITIONS

### ENVIRONMENT:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Adverse weather conditions.
- Regular exposure to fumes and odors.

### PHYSICAL ABILITIES:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate assigned equipment.
- Seeing to read various materials.
- Standing or walking for extended periods of time; bending at the waist, kneeling or crouching.
- Lifting moderately heavy objects; reaching overhead, above the shoulders and horizontally during traffic control.

### HAZARDS:

- Contact with dissatisfied or abusive individuals

## 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

Completed application form from The Master's University. This can be obtain at [www.masters.edu/jobs](http://www.masters.edu/jobs) or by contacting

**The Master's University and Seminary**  
**Human Resources Department**  
**21726 Placerita Canyon Road • Santa Clarita, California • 91321-1200**  
**(800) 568-6248 • (661) 362-2844 ♦ FAX (661) 362-2717**

**Selection Process:**

All applications will be reviewed by the Human Resources department. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

**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.