

NOTICE OF VACANCY

Position Title: Part-Time Security

~~~~~

**SALARY:** \$10 hourly

**REPORTS TO:** Coordinator of Security and Emergency Preparedness

**BENEFITS:** N/A

**POSITION DETAILS:** Part-time; FLSA Non-Exempt

**HOURS:** Typically, a set schedule on weekends, up to 24 hours. This position may also vary by shift as needed and may include days, nights, weekends, holidays or other campus closures. This is considered an essential position.

**START DATE:** As soon as possible

**SUPERVISORY DUTIES:** None

**POSITION SUMMARY:** Under the direct supervision of the Coordinator of Security and Emergency Preparedness, and under the leadership of the Dean of Students, the Security Officer provides a safe and secure learning and working environment for all members of the USAO campus as well as guests and visitors. They enforce procedural rules and regulations as well as ensure the personal safety of students, faculty, staff, visitors, and property.

### ESSENTIAL DUTIES:

Have knowledge of and enforce the university's policies, rules, and procedures with respect to the operations, safety, and privacy rights of the campus.

1. Patrol campus including buildings and grounds on a continuous basis in order to identify and assess situations that may impact the safety and security of the university community. Check for suspicious occurrences and enforce parking rules and regulations. This includes operating and monitoring security cameras.
2. Maintain knowledge of fire and security alarm systems and respond to all alarms, incidents, and emergencies in accordance with the university's procedures and department expectations.
3. Respond to situations reported to Campus Security and assist in investigations. Coordinate as needed with local law enforcement and/or Emergency Services.
4. Maintain working knowledge of the locations of various departments, buildings, access routes and admitting requirements. (i.e. open, secure, and close the building as scheduled and follow regulations for access requests made outside business hours).
5. Provide general directions or assist with general questions from the campus community and the public. This person may act as a point of contact during routine maintenance or when facilities are being toured by prospective students/families or other authorized visitors.

6. Respond immediately and appropriately to all emergency, contingency, or disaster situations.
7. Record and report to the Maintenance office, the Coordinator of Security and Emergency Preparedness on all building, ground maintenance, security and safety issues (i.e. lights being out, signs missing, elevators being out, etc.).
8. Provide special support and assistance to certain departments on campus such as the business office, maintenance office, and housing to conduct university business.
9. Serve as a Campus Security Authority as outlined by the Clery Act.
10. Perform other related duties as required or assigned.

### **SKILLS AND ABILITIES:**

Ability to exercise good judgment and make decisions under stress; ability to interact and communicate in a professional manner with various groups of people, including community members, students, faculty, and staff; ability to write clear, concise reports. Ability to respond quickly in an emergency and act accordingly; ability to operate security equipment; ability to stand or walk for extended periods of time; ability to lift up to 25 pounds.

### **EDUCATION AND TRAINING:**

#### Required:

- High school diploma and 2 years of work experience **or** working toward Bachelor's and work experience **or** Bachelor's Degree
- Must possess and maintain a valid driver's license

#### Preferred:

- Experience working in a university environment.
- Experience with computer and electronic security systems.
- CLEET certification

### **PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Ability to perform manual tasks requiring moderate physical strength, lifting from 25 – 50 pounds, climbing, crawling, overhead work, and kneeling for extended periods of time.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to work in various physical positions, including standing, sitting, kneeling, and crouching for extended periods.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Visual acuity and ability to read detailed blueprints, measurements, and construction plans.
- Exposure to outdoor weather conditions and potential hazards (dust, fumes, etc.)
- Frequent use of hand tools and power equipment requiring manual dexterity and precision.

- Ability to work on ladders, scaffolding, or roofs and various heights.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.
- Exposure to outdoor weather conditions and potential hazards (dust, fumes, etc.)
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment may vary extremes based on specific tasks.
- Ability to work in various environmental conditions, including exposure to extreme heat, cold, and other weather conditions, as required by the nature of the job.

**TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). When completing the USAO application, please attach a letter of interest, a detailed resume, three (3) professional/academic references, and any necessary transcripts.

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.