



## POSITION POSTING

February 2022

<b>POSITION TITLE:</b>	<b>Campus Safety Officer</b>
<b>DIVISION:</b>	<b>Office of the President</b>
<b>DEPARTMENT:</b>	<b>Campus Operations</b>

### OCCUPATIONAL SUMMARY

Reporting to the Assistant Director of Campus Operations, the Campus Safety Officer is responsible for providing safety and security services to achieve a strategic student-centered approach to risk management in support of the University's mission and to integrate safety and security measures with the academic programs of the University.

This position does not supervise others.

### ESSENTIAL JOB FUNCTIONS

1. Patrols assigned areas of the campus ground by foot, as required observes and reports safety hazards to ensure orderly safety and security measures are in place at all times to protect life and property.
2. Enforces parking regulations in all areas of University property as required.
3. Implements standard emergency management procedures when required.
4. Assists the University community as requested by providing information, assistance, and guidance as necessary.
5. Responds to emergency and non-emergency calls for assistance, and utilizes standard procedure for back-up assistance as needed.
6. Assesses emergency needs; reporting to Supervisor if first aid need to be administered.
7. Assists in the investigation of safety and security incidents as assigned.
8. Prepares written incident reports as required.
9. Prepares routine shift reports to ensure continuity of safety and security functions from shift to shift.
10. Operates within established budgetary guidelines.
11. Regularly assesses program functions to assure compliance within operating rules, regulations, policies, and procedures; advised supervisor promptly of any programmatic irregularities and/or unsafe conditions.
12. Assures the integrity of all safety and security data in compliance with all applicable state and federal laws, rules, and regulations.
13. Maintains relationships and effective communications within the University's diverse groups, internal and external, in support of the institution's mission.
14. Represents institution at functions upon request.
15. Serves on administrative committees as assigned.
16. Performs other duties as assigned.

### MINIMUM REQUIREMENTS

1. High School diploma or equivalent GED required.
2. Minimum of five years' experience in campus safety (School or University)
3. Must be 21 years of age.
4. Successfully pass a background investigation.
5. Possess a valid driver's license and an acceptable driving record.



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**MINIMUM REQUIREMENTS continued:**

6. Ability to work all shifts, weekends, and holidays and available for on-call assignments as needed.
7. Exhibits a positive public presence in the local community.
8. Impeccable judgment and integrity.
9. Ability to work effectively in a fast-paced environment while maintaining a professional stance and remaining calm in emergency and/or tense situations.
10. Ability to manage confidential information.
11. Ability to relate effectively with multiple constituencies.
12. Effective interpersonal, communication, and problem-solving skills; ability to communicate in a helpful, effective, and professional manner in person, by telephone, and by two-way radio.
13. Working knowledge of Microsoft Office and other standard computer software programs.

**PHYSICAL ABILITY**

Standing and walking (moderately and/or fast paced, for extended periods of time); sitting; climbing (stairs or ladders); bending/stooping/squatting/crawling; lifting (50 pounds or more); reaching; repetitive motions; ability to endure outdoor working conditions and temperatures.

**APPLICATION PROCESS**

This position is full-time.

Interested persons may apply by submitting a resume and contact information to:

Martin University  
Office of Human Resources  
2186 N. Sherman Drive  
Indianapolis, Indiana 46218  
Email: [hresources@martin.edu](mailto:hresources@martin.edu)

This position is open until filled.

**No phone calls please.**