Campus Safety and Security Officer

Job Description

DIVISION/DEPARTMENT: Office of Business Affairs	**DATE TO BE FILLED:** Immediately
REPORTS TO: Chief of Campus Safety and Security	**SALARY:** Commensurate with Experience

SUMMARY

This position is responsible for protecting individuals on campus property and maintaining the security of campus buildings, facilities, parking lots, walkways, and grounds of the College.

REQUIREMENTS

Experience Required: Law enforcement or military experience preferred but not required

Minimum Education Requirements: High school diploma or G.E.D

Certification: Valid driver's license.

RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential duties:

- Act as first responder to all campus emergencies, medical and criminal, which could potentially be hazardous and/or life threatening.
- Enforcing campus policies and procedures may relate to safety and security concerns.
- Assist Residence and Student Life with enforcement of hall regulations and Code of Conduct Violations.
- Make regular inspection tours of the campus facilities noting unusual occurrences
- Watch for trespassers, fire, water leaks, or other circumstances which could to loss or damage to property and equipment.
- Unlock buildings as scheduled for events and ensure all windows and doors are locked as scheduled.
- Observe and report hazardous conditions to management.
- Ensure inside and outside lights are turned on/off as required and inform the supervisor when any electrical or mechanical system is malfunctioning.
- Ensure only authorized persons are admitted to the campus while on duty.
- Direct visitors and assists, as necessary.
- Monitor parking lots and direct traffic and parking, as necessary.
- Enforce campus traffic regulations including parking, and speeding.
- Enforce campus policies including smoking, alcohol usage, and drug usage.
- Observe weather conditions on campus and report dangerous or unusual weather-related activity to management.
- Complete investigations of College violations, including viewing camera footage, talking with witnesses, and writing incident reports.
- Act as a liaison for the College with local law enforcement.
- Provide awareness education/information on an informal basis to students and employees during other duties.
- Performs other duties as assigned.

**This job description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties.

KNOWLEDGE, SKILLS, AND ABILITIES FOR EMPLOYMENT

Knowledge

- Current policies, procedures, and strategies of public safety and security.
- Customer and personal services
- Computer software used within department to include but not limited to Microsoft Office

Skills

- Strong written and oral communications and relational skills.
- Establishing and maintaining effective working relationships with faculty, staff, students, and members of the public.
- Composing and writing reports, forms, and memos.
- Strong organizational skills with attention to detail.

Abilities

- Responsible for being on-call, working odd shifts, possible weekends, and holidays.
- Work independently.
- You must regularly stand or walk for extended periods of time.
- Must always be accessible for phone communication.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand written instruction and communicate information and ideas in clear and concise written form.

ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff and students are comprised of diverse, social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill", the campus and historic town provide the perfect backdrop for fulfillment of the mission to equip and inspire students for excellence and service in their communities and throughout the world.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons re eligible to work in the United States.

TO APPLY

Persons interested in the above position should submit a resume to: careers@rustcollege.edu

Mrs. Angela Williams, Associate VP for Human Resources
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date:	**Posting Date:**
Open Until Qualified Applicant is Found	5/2025