

Posted: 06/30/2021

Hourly rate: \$13.00-\$15.00

Status: Non-Exempt, Full-time



The College of Idaho invites applications for a **Campus Safety Officer**. As part of the [Campus Safety](#) team an Officer is responsible for ensuring the safety and security of faculty, staff, students and the College community, and takes official action in the enforcement of federal, state and local laws, campus policies and regulations.

Essential Functions

- Enforces campus rules and regulations and city, county, state and federal laws
- Investigates, and documents incidents in reports, keeps a log of activities
- Conducts routine patrols of campus, reports incidents and safety/security hazards
- Responds to and takes appropriate action in the event of a conflict or emergency situation
- Participates in local disaster preparedness exercises as appropriate
- Provides assistance to students, faculty, staff and the general public
- Secures and unlocks campus facilities as needed
- Performs crime prevention and awareness functions
- Perform other duties as assigned or needed

Knowledge, Skills, and Abilities

- Knowledge of Microsoft Office suite
- Excellent communication skills, both oral and written, in English
- Able to establish and maintain positive relationships with persons of diverse backgrounds
- Ability to maintain a high level of customer service
- Must be self-motivated, willing to work independently with little or no direct supervision
- Detail oriented while adhering to guidelines, performance standards and policies
- Must possess a strong work ethic and unquestioned personal integrity
- Knowledge of the law and rights as they pertain to safety duties and responsibilities
- Able to administer first aid, identify hazards and use safety precautions
- Able to analyze situation and adopt an effective and reasonable course of action
- Physical abilities to perform the job

Qualifications

- A citizen of the United States, or documents required to legally work in the United States.
- At least 19 years of age with a high school diploma or equivalent and one year of security or law enforcement experience or any combination of experience and education which provides the applicant with the desired ability required to perform the job
- Valid Idaho driver's license and be insurable under campus vehicle policy
- Successfully pass a pre-employment background investigation, which could include: being of good moral character, a criminal history check, and a Psychological evaluation.

Ergonomic/ Physical Activity and Requirements:

- **Physical Demands:** The work involves an element of personal danger and employees must exercise individual judgment and discretion to protect themselves and others.
- **Physical Requirements:** Ability to lift up to 30lbs.
- **Typical Environmental Conditions:** Must be able to work rotating shifts and days off with routine overtime requirements and frequently work early and late hours; must be willing to work inside and outside as needed.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho.

A complete application will include a current résumé, cover letter, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. **Priority consideration will be given to applications received by July 12, 2021.** Applications will be accepted until suitable candidates are selected.

With over 125 years of history, [The College of Idaho](#) is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.