



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

PUBLIC SAFETY OFFICER - ISLAND SPORTS CENTER

POSITION REFERENCE NUMBER: 10989-100

GENERAL FUNCTION

This position is responsible for providing public safety and information services to the University community and Island Sports Center community, including all personnel and visitors. It is a non-sworn, armed position reporting to the Director of Public Safety, Lieutenant, Sergeant.

RESPONSIBILITIES

1. Provide public safety and information services to the University community in an effort to enhance the safety and security of people and property.
2. Perform security type operations related to locking and unlocking of buildings; to include the main building, golf dome, mini golf, Hat Trick Club and Bistro to provide safety and security for personnel and property.
3. Provide communications support for the campus police, provide requests for service, via telephone and/or radio.
4. Conduct proactive mobile and foot patrols of parking lots, all buildings and the track to deter and detect criminal activity, security breaches, or public safety issues.
5. Respond to incidents and/or requests for assistance by the University community and take appropriate action to either resolve or contain a situation.
6. Report criminal activity and/or public safety issues to campus police or other appropriate law enforcement and emergency service agencies.
7. Document criminal and related non-criminal incidents, using established departmental reports and/or forms, in an accurate and timely manner.
8. Provide traffic and crowd control during special events or when necessary/appropriate.
9. Lock and unlock doors for operations or when requested by ISC personnel.
10. Provide the highest possible customer service to all employees, patrons and co-workers as necessary; including jump starting vehicles, unlocking of vehicles and issuing parking citations.
11. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. High school graduate.
2. Valid Pennsylvania driver's license.
3. Previous police officer experience/security experience required.
4. Certification by Pennsylvania State Police for Act # 235, Lethal Weapons Act required.
5. Ability to effectively work and communicate with co-workers and the public, which includes all students, faculty and staff.
6. Ability to work shifts, holidays and weekends.
7. Pre-employment criminal background check, psychological, drug and alcohol tests are required.



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OTHER INFORMATION

Exemption Status: **Non-Exempt**

Post Date: **May 31, 2017**

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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