
Auburn University Job Description

Job Title: **Campus Safety Officer**

Job Family: No Family

Job Code: **EE15**

Grade CP11 \$54,900 - \$93,300

FLSA status: Non-exempt

Job Summary

Responsible for enhancing campus safety and security by providing training to the campus community, providing dignitary protection for university functions, and assisting with security services and emergency management programs.

Essential Functions

1. Conducts security and vulnerability assessments for campus and makes safety and security recommendations. May serve as a member of the Threat Assessment Team and other committees aimed at campus safety.
2. Assists with the campus security camera system to include site visits, recommending camera placement, and coordinating activities to ensure proper operations.
3. Instructs campus safety and security approved training classes and courses. Provides instruction for various training courses offered by the Department of Campus Safety and Security such as emergency preparedness, active shooter response training, and RAD (Rape Aggression Defense).
4. Works as executive and dignitary protection, security, and other campus safety roles for special events, athletic events and other assigned details. Provides security at meetings, interviews, human resource meetings, and other university events as assigned, as well as working after normal work hours on approved events and details.
5. Assists with emergency management planning, response, recovery, and mitigation issues as assigned. Assists with logistical issues that are related to the emergency management duties within the department.
6. Contributes to Campus Safety and Security programs, goals, and objectives related to economy, quality, customer satisfaction, and/or image through teamwork, cooperation, suggestions, and personal productivity and conduct.
7. Assists with response to emergencies as directed by Supervisor. May be required to work outside of normal business hours in support of university emergency management efforts.
8. Performs other job related duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|--------------------------|---|
| Education | Four-year college degree | Degree in Public Safety, Criminal Justice, Homeland Security, or other relevant field. |
| Experience (yrs.) | 5 | Experience in security or public safety dealing with personnel, policies, and procedures; law enforcement or security experience. |

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of security duties and/or campus security operations, emergency management priorities and actions. Knowledge of state and federal laws regarding safety procedures.

Certification or Licensure Requirements

Preferred: Law Enforcement Certification (current or current within 5 years). Preferred CPTED (Crime Prevention through Environmental Design) certification, State of Alabama Concealed Carry Permit, and Valid Driver's License.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/27/2017
