

PUBLIC SAFETY OFFICER, OVERNIGHT & WEEKEND SHIFT

Summary

The Public Safety Officer provides overnight and weekend safety and security coverage for the University of the Ozarks. Working under the supervision of the Director of Public Safety, the officer patrols campus, monitors access-control systems, responds to calls for assistance, documents incidents, and reports safety or security concerns. The officer assists students, employees, and visitors; coordinates with local law enforcement and emergency services when needed; and follows University procedures while exercising sound judgment during assigned shifts. This full-time, 12-month position works Friday, Saturday, and Sunday nights from 7:00 p.m. to 7:00 a.m.

Public Safety Officer Duties and Responsibilities:

This position is scheduled to work Friday, Saturday, and Sunday nights from 7:00 p.m. to 7:00 a.m. The officer must remain on campus until properly relieved at the end of the assigned shift.

Public Safety Officer duties include but are not limited to:

- Efficiency and knowledge of all Public Safety information systems.
- Monitoring electronic locking software.
- Making rounds and checking all campus buildings at regular intervals.
- Maintaining call and computerized duty logs as assigned.
- Completing incident reports and daily logs.
- Performing safety inspections as assigned & reporting issues.
- Offering assistance to students and staff
 - Supplying escort on campus or immediate surrounding area when requested.
 - Unlocking doors for individuals with proper identification and pass or prior approval.
 - Rendering first aid and call Police or 911 when necessary.
- Acting as liaison between law enforcement and the University when on duty.
- Issuing vehicle parking citations.
- Checking University vehicles in and out in accordance with established procedures.
- Maintaining a strong working relationship with local law enforcement and emergency services.
- Other duties as assigned.

Skills and Abilities

- Willingness to learn
- Ability to work with others and independently
- Flexibility
- Strong communication skills
- Compassionate

Qualifications:

Required:

- High School diploma or equivalent
- First aid with CPR training (must be obtained within six weeks of hire)

Preferred:

- Experience working in a university environment

Application Process: Applications can be picked up and returned to the Public Safety Office: Seay Student Center or emailed to HumanResources@ozarks.edu .