



*Sweet Briar College is a liberal arts college for women of consequence, located in the foothills of Virginia's Blue Ridge Mountains approximately 12 miles north of Lynchburg and 54 miles south of Charlottesville. Founded in 1901, the College boasts a modern core curriculum focused on women's leadership in the 21st century and undergraduate programs in the arts, sciences and humanities, as well as a Master of Arts in Teaching. It is one of only two women's colleges in the United States with an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.*

**Job Title:** Campus Safety Officer I (part time)

**Classification:** Non-exempt

**Reports To:** Director of Campus Safety

**Job Summary/Objective:** To provide a safe environment and to provide assistance to those on the Sweet Briar Campus.

**Position Type/Expected Work Hours:** Part time, on call – day, evening, and weekend availability required.

**Supervisory Responsibilities:**

- None

**Essential Responsibilities:**

- Successfully complete requirements to become a registered Virginia Campus Security Officer.
- Must be able to exemplify character, confidentiality, and situational leadership required as a representative of the college
- Respond to dispatched calls for service
- Operate a safety vehicle, or on foot to observe violations of College regulations and investigate suspicious activities and disturbances on Sweet Briar College properties
- May assist with interviews of suspects, witnesses and victims regarding crimes reported and completes a detailed incident based report
- Provide public services such as assisting with motorists and Emergency Medical Services
- Provide Emergency First Aid
- Assist with special events, crowd control, traffic control, VIP security and escorts money deposits
- Respond to maintenance calls such as electrical, HVAC, plumbing and fire alarms to determine if certain personnel need to be called out
- Lock and unlock buildings, classrooms, Residence Halls and other areas as needed
- Attend annual training such as first aid, and active shooter
- Report unsafe conditions existing on campus streets and facilities belonging to the College

- Perform all other related duties as assigned

**Required Qualifications:**

- At least 18 years old
- Successfully complete an oral review, background investigation, medical and psychological examination
- Possess a safe driving record
- Have 20/20 vision or correctable 20/20 in each eye
- No convictions for felonies or crimes of moral turpitude
- No use of Marijuana three years prior to date of hire
- No use or possession of any illegal drugs such as cocaine, heroin, LSD, etc.
- Ability to pass random drug testing to maintain employment
- Not smoke or use any tobacco products while on duty
- Possess excellent written, verbal and problem solving skills
- High School diploma or GED
- Valid driver's license and insurability
- Maintain a calm demeanor when dealing with the public
- Successfully Campus Security Officer Training
- Successfully complete First Aid Training
- Successfully complete Emergency Management Training
- Must be able to work independently and with little supervision
- Must possess good decision making skills and be even tempered
- Must be able to work rotating shifts and mandated over time when necessary
- Must be able to follow rules, directives and orders
- Ability to effectively communicate both verbally and in writing to convey clear and well-articulated information
- Ability to understand, speak, and write English in order to convey messages and correspond in an articulate and professional manner
- Possess public communication skills that allow professional representation of Sweet Briar College, the Department of Campus Safety and to a variety of departments within the College, and in our local community
- Strong organizational skills
- Intuitively able to reason, analyze information and events, and apply sound judgment in order to solve problems of both a routine and complex nature

**Preferred Qualifications:**

- Previous Law Enforcement, Security, or Military preferred

**Work Environment:** The working environment in which one will typically perform the essential functions of this position is primarily outdoors in all weather conditions.

**Physical Demands:**

- Required to travel by vehicle or foot across campus
- Required to stand for extended periods to perform traffic/security details
- Required to hear and speak in order to effectively communicate orally
- Required to operate a College Emergency Services vehicle or ATV
- Administer Emergency First Aid when necessary
- May be required to wear a body camera

- Handle materials that could be of a hazardous nature
- Ability to assist motorists with vehicle jump starts, unlocks and escorts
- Ability to handle physical confrontation
- Required to work a rotating schedule
- Required to work overtime occasionally without advanced notice

**Travel:** NA

**Probationary Period:** There will be a six-month probationary period for employees hired for this position. At the conclusion of the probationary period a review will be conducted and a determination as to whether or not full time employment will continue.

**Deadline for Submission:** Review of applications will begin immediately and continue until filled.

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**How to Apply:** If applying for a faculty or staff position, please submit a [Sweet Briar College employment application](#), cover letter, résumé and three professional references to [safetyofficer@sbc.edu](mailto:safetyofficer@sbc.edu). Priority consideration will be given to applications received prior to August 6, 2018.