



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 II – Evening Supervisor

Classification: Exempt

Reports To: Director of Campus Safety

Job Summary/Objective: Under the direction of the Director of Campus Safety, supervises the evening and overnight operation of the Department of Campus Safety in a manner consistent with departmental goals and objectives. Overall primary function is the general welfare and safety of students, visitors, and employees, while promoting and maintaining a positive work environment with Campus Safety staff.

Position Type/Expected Work Hours: Full time, benefits eligible. Evening shifts required, weekend availability required. This position may require overtime and for the candidate to work a rotating schedule.

Supervisory Responsibilities:

- Serve as the second in command in the absence of the Director of Campus Safety, and will provide supervision, support, and direction to the Campus Safety Officers.

Essential Responsibilities:

- Communicates professionally with department management, co-workers, and all college constituents
- Promotes and maintains a positive work environment with all co-workers
- Notifies the Director of Campus Safety of any issues when necessary
- Facilitates changes in the department according to the guidance of the Director of Campus Safety
- Problem solving and analysis of information and events, and ability to apply sound judgement to solve both routine and complex problems
- Supervises and directs (in coordination with Campus Safety Officers) during situations and in crisis/emergency situations during your tour of duty
- Trains and orients all new Department of Campus Safety staff. Provides retraining for current staff as needed or identified when there are deficiencies/concerns. Responsible to

ensure all Department of Campus Safety staff members are up to date with their mandatory annual training requirements

- Conducts and evaluates Fire Drills, Monthly Fire Extinguisher Inspections, and Actively Participates in Emergency Drills
- Completes investigations and incident reports. Assists Department of Campus Safety staff with the gathering of information, investigation, and completion of Incident Reports
- Patrols campus, including, but not limited to, regular tours of the campus and parking lots
- Responsible to ensure all shifts are adequately staffed. Ensures all security posts, zones and watches are covered
- Maintains appropriate inventory for all Campus Safety Equipment including Security issued master keys, vehicle keys, radios, restraints, gloves, etc.
- Monitors, reports, and evaluates staff performance
- Completes all daily, monthly, and as needed paperwork as assigned
- Active member of the Critical Incident Response Team
- Provide Emergency First Aid
- Attend annual training such as first aid, and active shooter
- Performs other duties as assigned

Required Qualifications:

- At least 18 years old
- Successfully complete an oral review, background investigation, medical and psychological examination
- Three years of supervisory experience in law enforcement, security, or military environment
- Valid Driver's License and insurability.
- 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
- Detail oriented and excellent organization skills
- High School diploma or GED
- Maintain a calm demeanor when dealing with the public
- Successfully complete the Virginia Armed Security Training
- Successfully complete Campus Security Officer Training
- Successfully complete First Aid Training
- Successfully complete Emergency Management Training

Preferred Qualifications:

- Associate's degree or higher in Criminal Justice or related field
- Three to five years of supervisory experience in law enforcement, security, or military environment
- Experience working in a higher education environment

Work Environment: Will work in both indoor and outdoor environments, primarily outdoors in all types of weather.

Physical Demands: Extended periods of sitting and/or standing may be required. Required to travel across campus and communicate orally. Will be required to operate a College Emergency Services Vehicle and/or ATV. Required to safely handle a firearm. May be required to administer emergency first aid when necessary and wear a body camera. Potential to handle materials of a hazardous nature. Ability to assist motorists with vehicle jump starts, unlocks, and escorts.

Travel: Infrequent travel may be required for professional development or annual training requirements.

Deadline for Submission: Review of applications will begin immediately and continue until the position is 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 safetyofficer2@sbc.edu.

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.