Position Announcement

Position: Campus Safety Officer
Department: Campus Safety
Reports to: Director of Campus Safety

Summary:
The Campus Safety Patrol Officer provides for the safety and welfare of students, visitors, faculty and staff. This position also maintains and enforces MNU rules and regulations and secures the property of the University and community members. This opening is a part time position with a work schedule of 16 to 20 hours a week including weekends and evenings.

Responsibilities:
- Monitor campus activity through foot and vehicle patrol.
- Encourage members of the community to comply with University Rules and enforces those rules when appropriate.
- Identify, investigate and report violations of University rules.
- Initiate requests for assistance from outside public safety agencies when necessary to assure the safety and security of the campus.
- Prepare written reports such as daily activity logs, fire safety maintenance checklists and exterior light logs in a timely manner.
- Controls access to campus buildings and other facilities according to a schedule by locking and unlocking the facilities, by performing building checks and by checking the identification of those requesting special access.
- Respond to, and investigate the cause of, fire and burglary alarms
- Alert the campus community of any immediate safety threats and assists in the implementation of emergency response procedures.
- Respond to requests for assistance and information in a helpful and courteous manner.
- Investigate and report any accidents that occur on MNU property
- Provide motorist assistance when feasible.
- Maintain current CPR and AED training certification and provides such medical assistance when needed.
- Provide security escorts on campus.
- Identify safety hazards and reports them to the proper department.
- Participate in training, safety drills and meetings as assigned.

Qualifications:
- The ability to work effectively without supervision.
- The ability to demonstrate good judgment and a professional demeanor.
- The ability to maintain the confidentiality of Campus Safety issues.
- Effective verbal and written communications skills.
- Solid computer skills and the ability to learn new software

Education/Experience:
- High school education is required, some college coursework is preferred.
- Previous fire safety and/or security experience preferred.

To Apply: Send cover letter, resume and three professional references to:
MidAmerica Nazarene University
Attn: Human Resources
2030 E. College Way
Olathe, KS 66062
hr@mnu.edu
913 971 3294

Review of applications begins immediately and will continue until the position is filled.

MidAmerica Nazarene University is interested in reviewing applications from qualified members of traditionally underrepresented groups in America, including women and racial and ethnic minorities.