

[LOGO]

# UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA

*Office of Human Resources, Institutional Equity, and Title IX*

## NOTICE OF VACANCY

|                           |                                                                                                                             |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title</b>     | <b>Campus Safety Officer (Full-Time)</b>                                                                                    |
| <b>Salary</b>             | \$15/hourly                                                                                                                 |
| <b>Reports To</b>         | Campus Safety Director                                                                                                      |
| <b>Benefits</b>           | Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans.         |
| <b>Position Type</b>      | Full-time; FSLA Non-Exempt                                                                                                  |
| <b>Hours</b>              | 2 shifts available: Monday–Friday, 7:00 AM to 3:00 PM, and Saturday & Sunday, 3:00 PM to 11:00 PM + Rotating Mon-Fri Relief |
| <b>Supervisory Duties</b> | N/A                                                                                                                         |
| <b>Open Until</b>         | Until Filled                                                                                                                |

### Position Summary

The Campus Safety Officer provides a safe and secure learning and working environment for all members of the USAO campus as well as guests and visitors. This position enforces procedural rules and regulations and ensures the personal safety of students, faculty, staff, visitors, and property. The anticipated start date is as soon as possible.

### Essential Duties & Responsibilities

The following duties are representative of the essential functions of this position. This list is not exhaustive, and other duties may be assigned as needed.

- Have knowledge of and enforce the University's policies, rules, and procedures with respect to the operations, security, and safety of the campus.
- Patrol campus including buildings and grounds on a continuous basis to identify and assess situations that may impact the safety and security of the University community. Check for suspicious occurrences and enforce parking rules and regulations. This includes operating and monitoring security cameras.
- Maintain knowledge of fire and security alarm systems and respond to all alarms, incidents, and emergencies in accordance with the University's procedures and department expectations.
- Respond to situations reported to Campus Security and assist in investigations. Coordinate as needed with local law enforcement and/or Emergency Services.

- Maintain working knowledge of the locations of various departments, buildings, access routes and admitting requirements (i.e., open, secure, and close the building as scheduled and follow regulations for access requests made outside business hours).
- Provide general directions or assist with general questions from the campus community and the public. This person may act as a point of contact during routine maintenance or when facilities are being toured by prospective students/families or other authorized visitors.
- Respond immediately and appropriately to all emergency, contingency, or disaster situations.
- Record and report to the Maintenance office, the Coordinator of Security and Emergency Preparedness, and/or the Vice President of Business & Finance on all building, ground maintenance, security, and safety issues (i.e., lights being out, signs missing, elevators being out, etc.).
- Provide special support and assistance to certain departments on campus such as the business office, maintenance office, and housing to conduct university business.
- Serve as a Campus Security Authority as outlined by the Clery Act.
- Perform other related duties as required or assigned.

### **Required Qualifications**

- High school diploma with 2 years of work experience, or working toward a bachelor's degree with work experience, or a bachelor's degree
- Must possess and maintain a valid driver's license

### **Preferred Qualifications**

- Experience working in a university environment
- Experience with computer and electronic security systems
- CLEET certification

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform manual tasks requiring moderate physical strength, lifting from 25–50 pounds, climbing, crawling, overhead work, and kneeling for extended periods of time.
- Ability to walk long distances each shift; must be able to walk around the campus continuously while going in and out of each building.
- Must be able to work in various physical positions, including standing, sitting, kneeling, and crouching for extended periods.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Exposure to outdoor weather conditions and potential hazards (dust, fumes, etc.).

- Ability to work on ladders, scaffolding, or at various heights.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to outdoor weather conditions and potential hazards (dust, fumes, etc.).
- The noise level in the work environment may vary based on specific tasks.
- Ability to work in various environmental conditions, including exposure to extreme heat, cold, and other weather conditions, as required by the nature of the job.

## About USAO

The University of Science and Arts of Oklahoma (USAO) is Oklahoma's only public liberal arts university, located in Chickasha, Oklahoma, approximately 40 miles southwest of Oklahoma City. A proud member of the Council of Public Liberal Arts Colleges (COPLAC), USAO is charged by the Oklahoma State Regents for Higher Education to provide an outstanding general education program with strong offerings in the liberal arts and sciences. For more information, visit [www.usao.edu](http://www.usao.edu).

## To Apply

To be considered you must complete the USAO application at <https://usao.edu/about/personnel.html>. If you prefer a paper application, you may pick one up at 1727 W. Alabama Ave., Chickasha, OK 73018, in Troutt Hall, Room 306.

Upon completing the USAO application, please attach the following to your submission at [hr@usao.edu](mailto:hr@usao.edu):

- A letter of interest
- A detailed resume
- Three (3) professional/academic references
- Any necessary transcripts

*If you have any questions, please email [hr@usao.edu](mailto:hr@usao.edu) or visit the Office of Human Resources in person:*

*University of Science & Arts of Oklahoma | Troutt Hall, Room 306 | 1727 W. Alabama Ave., Chickasha, OK 73018*

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### AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

*This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.*

*As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided with resources for reporting.*

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