

PACIFIC NORTHWEST COLLEGE OF ART

DATE: Updated October 2020
POSITION: Campus Safety Officer
DEPARTMENT: Campus Safety, Student Affairs
REPORTS TO: Campus Safety Manager
FLSA STATUS: Full or Part Time/Hourly

SUMMARY

Under the direct supervision of the Campus Safety Manager, the Campus Safety Officer patrols assigned areas of the campus including, but not limited to, offices, classrooms, buildings, grounds and parking areas. The Campus Safety Officer will report security issues and irregularities via telephone and in writing. The Campus Safety Officer takes action to protect the PNCA community and property by preventing theft, vandalism, fires, disorder and harm to college persons and property. The Senior Campus Safety Officer on duty may be required to serve as the Officer in Charge of the shift in the absence of the Campus Safety Manager.

CAMPUS SAFETY DEPARTMENT MISSION AND VALUES

PNCA's Campus Safety Department is committed to enhancing the quality of life on campus by providing the highest level of professional security and safety services. This is accomplished by integrating the optimum combination of state of the art technology, enhanced training, and personal service to our college community. We are guided by the following values that serve as a foundation for every action we take: service, integrity, respect, professionalism, accountability, mentoring, and appreciation.

DUTIES AND RESPONSIBILITIES

- Attend and complete standard assigned departmental trainings.
- Arrive on time and properly attired for assigned shifts. This position requires a uniform.
- Be available for day, night and weekend work plus assigned to multiple campus locations are a requirement of this position.
- Access control: Ensure that all visitors have college business (visiting the galleries, lectures, public events, etc.), and that all students, staff and faculty show their ID's.
- Enforce campus closures and non-public hours.
- Record information concerning complaints and report it to shift leaders.
- Issue warnings for violations of parking regulations and policies.
- Patrol corridors, loading dock, parking areas, and public sidewalks.
- Assist college population with personal escorts to PNCA locations as assigned.
- Provide emergency medical treatment to level of certification.
- Complete incident reports and fill out work related forms.
- Answer telephones, communicate using portable radios, and base station radios in compliance with department and FCC standards.
- Assist persons on campus as needed.
- Keep work related topics and student information confidential.
- Provide service in a pleasant, helpful, and effective manner to students, other members of the college, and the public.
- Perform all duties with limited or no supervision.

- Assume Officer in Charge duties in the absence of the Campus Safety Manager/ Lead officer.
- Performs interior and exterior patrols during campus events. Check galleries to ensure no artwork is damaged. Assist with enforcement of OLCC regulations.
- Function as concierge, relaying any necessary information about classes and events.
- Operate reception area, including telephone, computer, and security monitors.
- Assist in training newly hired officers.
- Perform all other related duties as assigned.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Valid Driver's License.
- 18 years of age or older.
- Must consent to, and pass criminal background check.
- Must have demonstrable computer knowledge and skills.
- Excellent interpersonal communications skills. Calm, respectful, friendly, and helpful demeanor.
- Ability to work unsupervised as well as an integral member of a team.
- Should have solid computer and keyboarding skills.
- Excellent judgment, ability to analyze situations accurately, and adopt an effective course of action.
- Knowledge of basic law enforcement and security methods and procedures.

DESIRED QUALIFICATIONS

- The ideal candidate will contribute to the diversity of the college by bringing a perspective, way of thinking, and/or a unique set of experiences that expand the intellectual conversations and practices in the field.
- A minimum of 2 years of prior security experience.
- Current, valid DPSST Unarmed Security certification.
- Other applicable skills, training or certifications: Non-violent crisis intervention, Verbal de-escalation, Gender spectrum, OSHA 10-30, Aikido, etc.
- 1st aid/CPR/AED certification.
- Customer service experience to provide service in a pleasant, helpful, and effective manner to the students, staff and faculty of the college, as well as our public visitors.
- Excellent organizational skills
- Ability to multi-task and continually re-prioritize focus based on changing conditions and evolving situations.
- Working knowledge of basic hand and power tools helpful.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

- Ability to work indoors and outdoors, sometimes in extreme weather conditions and varying temperature.
- Must be able to spend extended periods standing, walking and climbing stairs. Must be able to maintain a vigorous working pace.
- Regularly: kneel/crawl; twist; lift, carry, push, and pull objects that weigh up to 50 pounds.
- Regularly: sit, perform desk-based computer tasks; use fine manipulation and grasp; use a telephone/radio; write legibly by hand; sort and file paperwork.
- Exposure to verbal and possible physical abuse by irate persons.
- Ability to work independently with minimal ongoing direction.

PNCA recognizes that diverse classrooms and workplaces offer the richest learning opportunities. PNCA is therefore committed to a policy of equality in our admission and employment practices. All

students and employees will be treated fairly at all times without regard to race, color, creed, religion, sex, age, national origin, citizenship, veteran or marital status, source of income, sexual orientation, gender identity and expression, or the presence of any sensory, physical, psychological or learning disability, and all other bases prohibited by local, state, or federal law. PNCA welcomes applications from candidates that expand the college's diversity.

To apply, please send or email your resume and cover letter to:

Human Resources

c/o Campus Safety Officer Search

511 Broadway

Portland, OR 97209

Or

hr@pnca.edu