JOB DESCRIPTION

POSITION TITLE: Public Safety Officer

JOB CLASS: Staff
SUPERVISOR: Public Safety Captain

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: No
DEPARTMENT: Public Safety

POSITION OVERVIEW:

Under the general oversight of the assigned shift Sergeant, performs routine law enforcement and security work in the protection of people and in the safeguarding of University property. Incumbent secures assigned property against possible loss or damage and is charged with insuring the safety of all individuals on campus. Work is reviewed through conferences and reports for compliance with established policies, procedures and guidelines. Performs other work as requested.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

High school diploma, GED, or an equivalent certificate of competency; supplemented by one year of related work experience; or an equivalent combination of training and experience. Must possess a “Class D” security license with the State of Florida, or be willing to pursue and secure such certification (State of Florida Chapter 493); have the ability to effectively meet and deal with the public; within 90 days of employment, possess and maintain a valid Florida driver’s license and acceptable driving record; ability to pass standard law enforcement background/security check; must be in good physical condition. As this position requires the operation of University vehicles, the possession and maintenance of a valid Florida driver’s license and acceptable driving record is required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Physically able to provide security service to the campus community by performing regular and routine patrols of assigned areas by foot, golf cart, bicycle or vehicle; perform building walk-through’s floor by floor which involves walking up/down numerous levels of stairs; assisting in traffic direction and parking; issuing University information to visitors; escorting University community members to and from buildings and parking lots; locking and unlocking facilitates as requested by authorized person(s); issuing traffic citations; providing disaster and emergency evaluation and management; maintaining records, both manual and automated; preparing clear and concise reports regarding complaints, incidents, accidents, thefts and reporting of activities for daily logs.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and
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retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.