Applications are now being accepted only from individuals meeting the following qualifications.

**BASIC JOB DESCRIPTION:** Under the general supervision of the Chief of Public Safety, performs routine and supervisory work in the protection of people and 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. Will also be responsible for equipment and vehicle maintenance.

**QUALIFICATIONS:** High School diploma, GED, or an equivalent certificate of competency; supplemented by three years 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 prior experience in first-line supervision; have the ability to effectively meet and deal with the public; ability to pass standard law enforcement background/security checks. 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:** Assigns, directs, supervises subordinate staff, assists in maintaining work schedules and time cards; initiates and /or directs campus patrols by foot or vehicle; makes and/or reviews required reports, both written and verbal; reviews reports for dissemination to appropriated University officials; escorts Stetson community members to and from buildings and parking lots; provides information and directions to visitors; maintains records, both manual and automated; prepares and/or insures clear and concise reports regarding complaints, incidents, accidents, thefts and reporting of activities for daily logs; locks and unlocks facilities as requested by authorized person(s); issues traffic citations, manages parking area; provides disaster and emergency evaluation and management; works with local law enforcement agencies and fire departments.

**WORKING CONDITIONS:** Duties require: both indoor and outdoor work; direct exposure to prevailing weather, extreme heat, humidity, and extreme cold; physical ability to endure standing and/or walking for long periods, bending, stooping, occasional bicycle patrol duties; manual dexterity; lifting of up to fifty pounds; ability to work occasional overtime, rotating shift work, 24 hour emergency on-call status; perceptual demands for sound, form, depth. Post-job offer medical exam will be required.

**TO APPLY:** The review of candidates will begin immediately and will continue until the position is filled. Applicants should complete an online application and submit a letter of application, resume with the names of three to five references to Stetson University Office of Human, Stetson University, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 or EMAIL: humres@stetson.edu. Please include three professional references and salary history.

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 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.