

NIAGARA UNIVERSITY
JOB DESCRIPTION

NAME:
DATE: September 2021
JOB TITLE: CAMPUS SAFETY OFFICER 2
FLSA STATUS: NON-EXEMPT
JOB STATUS: REGULAR PART TIME
JOB CLASS: HOURLY STAFF
WORK LOCATION: CAMPUS SAFETY BUILDING
TITLE OF IMMEDIATE SUPERVISOR: SHIFT SUPERVISOR
DEPARTMENT: CAMPUS SAFETY
SECTOR: SVP

JOB SUMMARY:

Under specific supervision, patrols the campus environs.

ESSENTIAL DUTIES:

- Patrol campus environs by foot and/or vehicle to observe and report suspicious activity and/or criminal activity;
- Respond to emergencies, take appropriate action and document all incidents;
- Issue tickets for parking and moving violations;
- Work flexible hours and shifts to include, but not limited to, special events, details, residence halls and other assignments as needed;
- Considered an Essential Trained Responder, trained to use special equipment to respond to emergency or hazardous situation.
- Make payroll runs and general courier service;
- Provide friendly, courteous, respectful service to the Niagara University community;
- Attend various training seminars and is responsible for retention of information;
- Maintain confidentiality of information (including but not limited to: student and employee personal information, student grades, etc.), both during and after their employment with the University. Any question regarding the confidentiality of material, should be referred to the supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment.
- Perform other duties as assigned.

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GENERAL DESCRIPTION:

60% Patrols campus by foot and/or vehicle; responds to emergencies taking appropriate action and accurately documenting all incidents.

30% Works in an office environment requiring the use of various computer programs, telephones and walk-in services.

10% Issues tickets for parking and moving violations; makes payroll runs; provides general courier service.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and comprehend various forms, documentation, files and information in the department.
- Excellent interpersonal, written and verbal communication, problem solving and intervention skills.
- Proficiency to handle various office machines including but not limited to: keyboard, calculator, computer, copier and fax machine.
- Ability to receive telephone and radio calls, respond to inquiries and communicate with others.
- Ability to work flexible shifts, evenings and weekends.
- Ability to be reliable, dependable, flexible.
- Working knowledge of *Microsoft Office* programs and applications.
- Ability to perform all of the above essential job functions for a minimum of an eight-hour shift without significant risk of serious injury.
- Ability to drive a personal or university vehicle for the purpose of university business on a regular basis.
- Ability to perform responsibilities of other Campus Safety positions as needed.

ERGONOMIC REQUIREMENTS:

The functions of the position usually performed walking, but may require some amount of time sitting and standing. Some amount of running, stooping, kneeling, bending, crouching, lifting, carrying and other movements may be required. Tasks involving working on a computer keyboard, typewriter, calculator, cutting, labeling, and taping involve extensive wrist and hand movements. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

QUALIFICATION STANDARDS:

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1. High School diploma required, or any combination of education equivalent to graduation from high school or other combination of education, training and experience that provides the necessary knowledge, skills and abilities.
2. Associate (AAS) Degree in Criminal Justice or related field preferred.
3. A minimum of 1 year related experience required.
4. A valid New York State driver's license is required that satisfies both University and insurance company underwriting rules and regulations for driving a motor vehicle. Must also be able to operate a motor vehicle in Canada.
5. Current New York State Security Guard Registration or ability to obtain registration within a reasonable amount of time is required.
6. First Aid and CPR certification, or the ability to obtain certification in a reasonable amount of time is required..
7. Emergency Medical Technician certification preferred.

THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.

Employee Signature

Date

Supervisor Signature

Date

[Click here to enter text.](#)

Revised: May 2019