

POSITION ANNOUNCEMENT

Job Title: Public Safety Officer
Department: Public Safety
Reports To: Director of Public Safety
Shift/Hours: 20 hours per week (3 openings)
M-Th 11 pm to 4 am / F-M 6 pm to 11 pm / Sat Sun 7 am to 3 pm M 11 am to 3 pm
Date Prepared: September 4, 2019

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensures the safety of University personnel and property by patrolling University parking lots and grounds.
2. Enforces University parking regulations.
3. Provides security for Business Office and bank details.
4. Provides security, traffic and crowd control for campus events and special projects as assigned.
5. Arranges transportation to medical facility for sick or injured persons.
6. Files reports as necessary.
7. Maintains daily activity log.
8. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver's license and a commercially insurable driving record.

EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED); or three to six months related experience and/or training; or equivalent combination of education and experience.

TO APPLY

Please complete the application on our website at madonna.edu/hr. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.