

SISSETON WAHPETON COLLEGE
Safety & Security Department

TITLE: Safety Officer (Part-time)
REPORTS TO: Safety & Security Director
SALARY:
TOUR OF DUTY: Evening/Night
SUPERVISES: None

SUMMARY:

Provides security duties which include performing patrols of the college campus to monitor behavior, secure buildings and property, watches for and reports irregularities, and performs other miscellaneous job-related duties as assigned.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the protection of the College assets.
2. Observing and reporting of unusual, dangerous, or suspicious activities.
3. Checks to ensure all property buildings are secure on a regular basis.
4. Helps to prevent property loss that may be caused by abuse, freezing, neglect or careless misuse.
5. Check to ensure all property buildings are secure.

EDUCATION:

- High school diploma or GED

MINIMUM QUALIFICATIONS:

- Previous security experience preferred.
- Able to lift up to 75 lbs.
- Ability to spend majority of shift walking.
- Ability to pass a background check
- Working knowledge of basic security techniques
- Must have valid driver's license

OTHER:

- Must have excellent verbal and written communication skills
- Ability to maintain high levels of confidentiality
- Basic computer skills
- Displays high standards of ethical conduct. Exhibits honesty and integrity.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.