VACANCY
at
RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI 38635
Applications are invited for consideration for appointment to the following position:

| TITLE: | Campus Security Officer II |
| DEPARTMENT: | Security |
| DATE TO BE FILLED: | Immediately |
| RANK OR POSITION AND SALARY RANGE: | Negotiable based on experience |

Qualifications:

Position Description

OCCUPATIONAL SUMMARY
Serve in a variety of campus security duties involving the enforcement of campus regulations and local laws to protect lives and college property.

Special requirement for this role will require that the candidate be a licensed and certified ARMED Security officer.

Military Veterans Are Encouraged To Apply!

WORK PERFORMED:
Provide campus wide security patrol on foot and in vehicles to protect the students, faculty, staff and real property and equipment. Report any observed disturbances, irregularities, hazards, or suspicious circumstances to the Chief of Security.

All incidents reports should be written legible and completed on timely bases.

Must log self in and out of station when working guardhouse duty. Also, keep a log sheet of students and visitors. Officer Logbook and Vehicle Log must be kept current at all times.

Must be logged on and off campus when patrolling Hill Top Apartments, base ball field, and M.I. Property.

Answer phone calls and dispatch campus security or contact the local Police Department personnel as necessary. Assist outside police, fire, and public safety agencies as necessary. Contact the emergency ambulance service or provide emergency escort service to students and staff as necessary and provide temporary first aid treatment to members of the college community and visitors.

Perform crowd control duties as necessary during special events or emergency incidents.

Perform other related duties incidental to the work describes herein.

Participate in both walking and vehicle security patrols, as well as other proactive criminal preventative methods, and respond to emergency and non-emergency calls in accordance with training guidelines.
• Provide emergency/crisis/routine response as situations arise, in accordance with University and departmental policy, Federal, State and local laws.
• Serve as on-site point of contact for first responding entities such as fire, police, and EMS.
• Encourage favorable behavioral patterns through direct interactions and relationships with students, faculty and staff.

**ADDITIONAL WORK PERFORMED**

Prepare records and reports as assigned; maintain daily logs as required; Conduct interviews of victims, witnesses, and suspects.

• Monitor inclement weather conditions, helping to give the University community advance warnings and to coordinate speedy evacuations when needed.
• Work closely with Facilities Management personnel to correct and prevent campus safety problems.
• **Proficiently utilize office technology, including Microsoft Word and Excel.**
• Complete required paperwork in compliance with the Safety & Security Operations Manual, including but not limited to field reports, operation notes, after-action/incident reports, accident reports and traffic citations. Maintain department records, reports and files as required.
• Monitor and control parking according to parking program specifications, check parking lots and vicinity for abnormal activity.
• Lead/assist with care and maintenance of department equipment and supplies.
• **Conduct on-going training as necessary to ensure officer certification and competency.** Maintain required certifications and enhance professional growth and development through participation in training and educational programs, current literature, in-service meetings, and workshops as assigned.
• Ability to maintain **firearms proficiency** in accordance with office training guidelines is a requirement of the job.
• Trained in CPR, AED, and first aid techniques with the ability to train other officers. Yearly certification is required.

**SPECIAL NOTES**

All incidents of theft and burglaries in any residence hall or on the campus must have a Holly Springs Police Department (HSPD) incident report. This is to ensure when Rust Campus Police investigation is completed; on or off campus, the complaint will be on file.

Every incident should be on a Rust College Campus Police Incident Report Form which is the cover page; all investigative notes and interview statements must be attached (two copies). Use appropriate discretion in handling sensitive and confidential information.

Safety inspection of residence halls will be made on each shift (fire alarm, cameras, and doors).

All buildings should be inspected and secured at the appropriate time (shake and pull all doors). The duty officer(s) will be held accountable.

Any concerns should be brought to the attention of the Chief of Security in written form for discussion.

**QUALIFICATIONS:**

The preferred applicant must have at least two years experience in law enforcement. The applicant must have very good communication skills to establish and maintain an effective working relationship with the college community and the general public and must have good written communication skills. Additionally, the applicant should have training to include knowledge of basic first aid, CPR, and demonstrated experience in responding to emergencies caused by injury or sudden illness. The applicant must be willing to workdays, nights and weekend shifts. The applicant must have a valid driver’s license.
SPECIAL INFORMATION: Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866. The campus is located 35 miles east of Memphis, Tennessee. The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest to:
Mr. Corey Buchanan, Director of HR
Rust College
150 Rust Avenue
Holly Springs, MS 38635
E-Mail: careers@rustcollege.edu

CLOSING DATE FOR RECEIPT OF APPLICATION: Open until a qualified applicant is found
POSTING DATE: 4/16/2021

Rust College is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law. Rust College is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.