

Arizona Christian University

Campus Safety Guard 1 Job Description

DEPARTMENT: Campus Safety

REPORTS TO: Chief of Campus Safety

FSLA STATUS: Non-Exempt

DIRECT REPORTS (if any): Chief of Campus Safety

JOB SUMMARY:

The Guard 1 position maintains high visibility on campus promoting lawful behavior and protecting the welfare of students, faculty, and staff as a uniformed presence on campus. Additional responsibilities include but not limited to investigations, report writing, locking and unlocking doors, day-to-day administrative assignments, Safety Data Sheet Maintenance, professional development training, communicating and coordinating work assignments with Student Guards and Guard Inter. The Guard 1 position will provide leadership and guidance to Student Guards and Guard Interns while reporting directly to the Lead Guard.

PREREQUISITE QUALIFICATIONS:

A. Education/Certifications:

- High school diploma, or GED equivalent, some college preferred
- Valid Arizona Driver's License demonstrating a mature driver's history
- Current CPR/AED/First Aid certification or willingness to obtain certification

B. Experience:

- 2 years working in security, campus safety, or similar profession
- 1 year of supervisory experience or ability to demonstrate past leadership qualities in security, campus safety, or similar profession

C. Skills, Knowledge, Abilities:

- Strong interpersonal skills and customer service orientation
- Ability to remain calm under periods of intense stress
- Knowledge of safety procedures, safety programs, crime prevention methods, and criminal codes applicable to a university environment
- Excellent reading comprehension and writing ability
- Ability to maintain confidentiality
- Able to work independently of direct supervision
- Ability to prepare lesson plans and train student guards
- Ability to use Microsoft Office: Word, Excel, PowerPoint
- Ability to multitask and demonstrate good time management skills
- Ability to effectively communicate both verbally and in writing with students, staff, faculty, adjuncts, and guests
- Ability to effectively communicate verbally to individuals who are agitated or refusing to leave the University

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DUTIES, TASKS, AND RESPONSIBILITIES:

- Perform a variety of essential day-to-day administrative duties such as but not limited to responding to emails, distribution of ID cards, parking Permits, student mail, etc.
- Provide training and guidance to Student Guards and Interns
- Communicate and coordinate work assignments with guards
- Perform patrols around campus and during events (foot, bicycle, or vehicle)
- Respond to and investigate calls for service and take the appropriate action
- Prepare written reports and document all incidents (action taken by Campus Safety or University employees)
- Take control, organize, and preserve a crime scene
- Communicate and coordinate with law enforcement agencies during critical incidents
- Conduct follow up investigations as necessary
- Testify in court as necessary
- Maintain a working relationship with law enforcement, fire department, and social services personnel
- Provide prompt, courteous, and professional assistance to all faculty, adjuncts, staff, students, and guests
- Ability to work around college age students in a professional manner
- Focused on the Customer to resolve issues in a professional manner as soon as possible with little delay

WORKING CONDITIONS:

- Part-time or Full-time, 12 months a year, dayshift, evenings, and overnight shifts with the flexibility to adjust your shift to work weekends, special events, etc.
- Predominately walking and standing for long periods of time, but could involve running, kneeling, crouching, stooping, or crawling at times.
- Frequent and repetitive movements using your legs, hands, and wrists.
- Vision abilities include but not limited to the ability to see things close up and at variable distances, color, peripheral and depth perception, and the ability to see things at night
- You may be required to drive a University vehicle
- Lifting, carrying, or otherwise moving objects weighting up to 50 lbs.

This job descriptions provides an overview of the duties as a Guard 1 working for the Department of Campus Safety at Arizona Christian University. This description does not list all of the Guard 1 duties, responsibilities, and tasks.



7/31/16