

Public Safety Officer, Part-Time

This position is: OPEN

Job Number: 455 **Posted:** 3/30/2021 **Revised:** **Location:** St. Davids -- **Posting Type:** Staff

The Public Safety Officer promotes and protects the security and safety of all personnel, students, visitors and facilities of the University. The Public Safety Officer provides vehicular, foot and golf cart patrols of campus property. The Public Safety Officer responds to requests for assistance, including but not limited to Fire Alarms, Parking Complaints, and other incidents. The Public Safety Officer does not possess arrest powers and does not carry any offensive or defense weapons. In cases where a crime has occurred the Public Safety Officer will contact Radnor Police to respond. The Public Safety Officer may also conduct crime prevention meeting for student groups.

This is the entry level position for a Public Safety Officer. Position is expected to function with the same amount of program knowledge or skill level as other Public Safety officers and after training, exercise discretion and judgement in matters related to work procedures and methods. After initial training period, only occasional instruction or assistance is provided as a new or unusual situations arise, with exceptions or changes in procedures explained in detail as they arise.

To apply, please provide a cover letter, resume and a list of three professional references to eujobs@eastern.edu.

Responsibilities

- Embodies values of caring and compassion, justice and integrity, competence and affirmation
- Seeks to treat each member of the campus community with fairness, dignity and respect, seeking a spirit of unity and harmony as we join together to achieve our common mission.
- Must be able to work under pressure and respond in a calm and professional manner at all times.
- Receive, classify, and prioritize all incoming calls to the dispatch center, business line calls and lobby calls received from the public requesting service or information; operate a variety of Public Safety communications equipment including emergency telephone equipment, computer and multi-channel radio system.
- Maintain contact with all units on assignment; maintain status and location of field units; monitor multiple radio frequencies; relay emergency and non-emergency information to public safety personnel in the field.

- Perform a wide variety of assignments as they relate to campus safety and security.
- Investigate incidents by reporting facts, establish and interview witnesses and collect any evidence when appropriate.
- Perform related duties as required.

Qualifications

- Techniques of questioning for both emergency and non-emergency calls.
- Methods and techniques of receiving, prioritizing and dispatching emergency and non-emergency calls for service
- Functions of the Public Safety Department and other Campus departments
- Understanding of Geographic features and locations within the campus.
- Respond to and resolve difficult and sensitive campus and public inquiries and complaints
- Effectively communicate and elicit information from upset and irate callers
- Speak clearly and concisely in an understandable voice via radio and telephone and in person. Hear and distinguish radio voice traffic within normal levels and over background noise
- Make independent decisions that affect the safety of Public Safety personnel, campus and property such as the involved in determining the urgency of requests received and the appropriate action to take.
- Dispatch Public Safety officers quickly and effectively when necessary
- Think quickly, calmly, and clearly in emergency situations.
- Perform multiple tasks simultaneously.
- Operate a variety of telecommunications receiving and transmitting equipment including radio transmitting communications equipment and computer equipment when necessary.
- Operate specialized public Safety computer systems and applications, as permitted.

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.