



DOANE

UNIVERSITY

This is an entry-level campus security position paid on an hourly basis. Doane Safety Administrators (SA) are responsible for supporting the college's mission by assisting in the development of a safe and healthy campus environment. SA's provide a visible presence and offer support to all community members in areas related to safety and security. SA's will provide comprehensive resources to the college including patrols, calls-for-service, emergency response, report writing, parking enforcement, security escorts and event staffing.

Primary/Essential Job Duties:

- Visible patrols
- Requests for service and safety desk support
- Report writing and data entry
- Campus event staffing
- Staff training/guard or new staff training
- Parking enforcement
- Shift specific duty assignments

Qualifications/Skills/Abilities Required for Position:

- Excellent communication skills (verbal and written) with a diverse community
- Experience working with a university community in a visible and responsible role
- Training in emergency response, safety, security or similar activities
- Experience in working with crowds and speaking in public
- Ability to work with basic Microsoft Office products, send email and function within a windows environment

Education/Training Required for Position:

- Bachelor's Degree strongly preferred; customer service, military, security or law enforcement experience is a benefit in this position

Licenses and Certifications Required for Position:

- Valid Drivers License

Physical/Environmental Requirements:

Medium work. Exerting up to 50 lbs. of force occasionally, and/or up to 30 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

Other Physical Demands:

- Ability to perform foot patrols throughout shift with limited opportunities to sit
- Ability to frequently lift and move parking supplies which include signs, sandbags and other resources needed for traffic control
- Primarily exposed to outdoor elements