



Joining Our Team

Washington & Jefferson College (W&J) is searching for staff members to contribute their talents to our campus community. W&J seeks to create a transformative learning experience for its increasingly diverse student body, and bolster an inclusive environment in which everyone's voice is heard and appreciated, and individuality is celebrated. W&J is dedicated to the values of a liberal arts education that is both liberating and practical, and supports a community committed to multicultural and global understanding.

Seasonal Campus Security Officer/Driver

Summary

The Campus Security Officer is responsible for ensuring the safety of students, faculty, staff and visitors, responding to emergencies, and protecting campus property. The position requires the ability to work shifts as scheduled, including weekends.

Duties and Responsibilities

- Conducts foot and vehicle patrols to promote lawful behavior and protect the welfare of the community by providing a uniformed presence on campus.
- Secures Buildings and property and responds to calls requesting assistance, escorts and calls of disturbances.
- Locks and unlocks buildings as well as monitors surveillance and fire alarm systems.
- Enforces parking regulations and controls traffic during special events.
- Acts as first responder and provides medical assistance.
- Requests sworn officers and supports and assists sworn officers when necessary.
- Writes and submits Incident Reports.
- Trains other Campus Security Officers when required.
- Work as a dispatcher in the absence and assigned dispatcher.

Qualifications

- Must be able to pass criminal background check.
- Must have clean driving record and be legally permitted to drive in the state of PA.
- One year experience in a security related field preferred.
- Excellent interpersonal skills and self-awareness in order to control stressful and emotional situations and to detain or subdue potentially dangerous individuals.
- Must convey a positive, pleasant and helpful attitude as a representative of the College.
- High school graduation or the equivalent is required.
- Current first aid/CPR card preferred.

Our Community

- 30 miles south of Pittsburgh
- 1,400+ students
- 300+ members of Alumni Mentoring Network

Our Students

- 25+ states and 10+ countries represented
- 98% of graduates complete degree in four years
- 40% study abroad each year

Our Academics

- 40+ academic programs
- 34 study abroad programs
- 11:1 student-faculty ratio

Equal Opportunity Employer

Washington & Jefferson College (W&J) is committed to increasing diversity in our community and actively pursues individuals from all backgrounds. Additionally, W&J College complies with all applicable federal, state and local laws and provides equal opportunity in all educational programs and activities, admission of students and conditions of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, sexual orientation, protected veteran status, gender identity, or national origin.

Office of Human Resources

60 South Lincoln Street
Washington, PA 15301

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- Must be able to make rapid and accurate decisions during emergency situations.
- Constant mental alertness and attention to detail required while setting priorities and following up on assignments
- Ability to pass physical examination by a certified physician.

Essential Physical and Mental Requirements

- Stand or walk constantly (for up to an entire shift) on various surfaces (tile, concrete, carpet).
- Climb stairs, ramps, or ladders occasionally during shift.
- Occasionally bend/twist at waist/knees/neck to perform various duties.
- Run as needed.
- Constant use of eyes (correctable vision to normal level required) to observe, read, interact with public and co-workers, view security monitors; includes hand/eye coordination.
- Work in various environments including adverse outdoor conditions such as cold, rain or heat.
- Constant mental alertness and attention to detail required while setting priorities and following up on assignments
- Ability to pass physical examination by a certified physician.

Disclaimer

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.

Job Description Status

The duties and responsibilities listed in this job description are illustrative ones anticipated for this position. Other duties and responsibilities may be assigned as required. Washington & Jefferson College reserves the right to amend or change this job description to meet the needs of its programs. This job description and any attachments do not constitute or represent a contract.

Application Instructions

Apply for this job at <https://washjeff.applicantpro.com/jobs/>. Please submit cover letter and resume. It is recommended that all documents be in PDF format and uploaded at one time. Review of applications will begin immediately.

Employee Benefits

Washington & Jefferson College offers a comprehensive benefit package for benefit eligible employees; including health, vision, and dental coverage, group life insurance, AD&D and LTD coverage, retirement plan, generous leave time, and the tuition benefit programs. These benefits add significantly to the employee's total compensation package.



Getting to Know W&J

Washington & Jefferson College is the best of both worlds: a small-town college setting in historic Washington, Pa., with easy access to the bustling business and cultural districts of nearby Pittsburgh, Pa. just 30 miles to the north. Founded in 1781, W&J College is a private, residential liberal arts college that is focused on student success. Our dedicated, experienced professors are passionate about teaching and work closely with our students to ensure that they receive a quality, comprehensive education. For more than 200 years, our alumni have influenced change in business, politics, medicine, and the arts and sciences as CEOs, lawyers, doctors, researchers, writers, teachers, and in many other equally worthy professions.

Celebrating Diversity

Washington & Jefferson College welcomes people of all backgrounds and beliefs who wish to participate in a diverse educational community. The College strives to be a place where all students, faculty, administrators and employees are able to live, study and work in an atmosphere free from bias and harassment. The College encourages civil debate and lively exchange of ideas in the belief that such exchanges promote understanding that will grow beyond simple tolerance of difference to embracing and celebrating the richness of diversity. Our graduates acquire knowledge and learn skills that help them thrive in a culturally diverse world.

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