



Office of Work Life Engagement

POSITION ANNOUNCEMENT

Position: Security Officer
Department: Police & Security Services
Reports to: Director of Police & Security Services

Responsibilities: To perform all assigned functions and duties of a public safety and security department. Conduct a routine foot and car patrol of all campus buildings and grounds to provide for the general welfare of persons and facilities on campus property. Establish good public relations for the campus and be able to relate to persons about all matters concerning safety and security. Respond to all emergency incidents, fire alarms, medical injuries, or illnesses, collisions, complaints, and infraction(s) of campus rules and regulations. Report to the Director any unusual or suspicious persons and circumstances. Be cognizant of procedures to follow in case of an emergency or disaster.

Qualifications: Must be available: Saturday: 2 to 10 p.m. and Sunday: 2 to 10 p.m. Possession of or ability to obtain within a reasonable time period the First Aid/First Responder certification. Ability to communicate in writing and orally over the telephone and radio. Ability to work in harmony with campus police officers and follow instructions as given. Ability to establish good public relations and relate effectively and courteously with campus visitors, students, residents, faculty, and staff. Ability to remain calm. Ability to sit, stand, walk or stoop intermittently. Lifting of light objects of less than 25 pounds. Occasional lifting of objects of more than 25 pounds. Work is typically performed outdoors in inclement weather. Possession of a valid driver's license and the ability to legally operate a motor vehicle. Previous experience preferred. Must meet university lifestyle expectations.

Benefits: This is a part-time position. Not Eligible for university benefits.

Position Available: Immediately. Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position. Background check is required.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.