

Alderson Broaddus University
Department of Campus Safety
Part Time Campus Security Officer (non-sworn)

This part time position (10-15 hours/week) position reports directly to the Director of Campus Safety. Must be available weekends, nights, and to fill in for other shifts as needed.

Skills/Qualifications: surveillance skills, ability to adapt to new situations, judgment, objectivity, dependability, emotional control, integrity, safety management, professionalism, reporting skills, writing, and reading.

Campus Safety Officer Job Duties:

- Secure campus, visitors, staff, faculty and students by patrolling campus property; inspecting buildings, equipment, and access points
- Prevent losses and damages by reporting irregularities; informing violators of university policy and procedures.
- Control and enforce parking and traffic through citations
- Complete duty logs and incident reports by recording observations, information, routine and irregular occurrences, and surveillance activities, interviewing witnesses.
- Assist, as needed, in on campus investigations
- Contributes to team effort by accomplishing related results as needed.
- Have ability to understand and follow department protocols.

Please apply by sending a copy of your cover letter and resume to hr@ab.edu. You can also call 304-457-6356 for more information.