

Campus Safety Officer

JOB SUMMARY

The MBKU Campus Safety & Security Department is dedicated to ensuring the University community's right to a safe environment through exemplary and professional service. The primary responsibility of the Campus Safety officer is providing the protection of life and assets on university property. This may be accomplished by patrol unit, carts, foot, and/or bicycle patrol of campus roadways, walkways, parking lots, administrative/academic buildings, residential areas located near campus, and other satellite locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implement the department's community policing program
- Conduct initial investigations of all reported crimes and incidents on MBKU property, make physical arrest when necessary, and submit appropriate reports (Testify in court as necessary)
- Enforce University policies, California Penal, and Vehicle codes on University property
- Investigate traffic accidents within the boundaries of campus and write incident reports
- Respond to and manage all medical emergencies/disasters on campus, and render first aid or CPR/AED when necessary
- Assist with student safety training; including fire drills, evacuation procedures, and disaster preparedness
- Respond to all alarm activations (Panic, Fire, and Burglary)
- Maintain and update logs accurately
- Monitor Closed Circuit TV (CCTV) cameras
- Check in authorized vendors, visitors, and guest
- Unlock/secure appropriate buildings/rooms and facilities as directed
- Accept additional duties and/or responsibilities as assigned or modified by your supervisor or the Director of Campus Safety & Security

QUALIFICATION REQUIREMENTS

- Be of good moral character, with no felony convictions or misdemeanor convictions
- 21 years of age on/or before hire date
- Have completed a California P.O.S.T. approved basic police academy.
- Undergo and pass the department administered oral interview
- Submit to and pass the Human Resources testing and interview process
- Submit to and pass a thorough personal and criminal background investigation
- Obtain or have current Bureau of Security and Investigations Services (BSIS) permits/certificates: Guard card, Firearms permit, Pepper spray permit, and baton (straight, side-handle, and collapsible)
- Successfully qualify with service weapon
- Successfully pass a Taser Certification course
- Pass First Aid, CPR and AED course per American Heart Association (AHA) guidelines
- Demonstrate excellent critical thinking and decision-making skills
- Be proactive and provide excellent customer service
- Have strong human relations skills with the ability to interact positively with a diverse university population
- Can develop and implement problem solving techniques within the institution
- Able to work outdoors in inclement weather for extended periods of time
- Possess a valid California driver license and the ability to operate all equipment in the campus safety vehicle
- Able to meet deadlines with severe time constraints
- Perform other services and/or duties as assigned



EDUCATION AND/OR EXPERIENCE

Required –

- High school diploma or general education degree (GED) minimum
- Completion of California basic or modular POST level I/II, or Level III academy within the last five years

Desired/Preferred –

- Associates Degree
- One-year work experience in a University Public Safety or Police Department

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded the first Doctor of Pharmacy (PharmD) degree in Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under Employment for more details regarding benefits of working for MBKU at ketchum.edu.

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume and salary requirements to humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

