



## **Marshall B. KETCHUM UNIVERSITY**

### **Campus Security Officer**

#### **JOB SUMMARY**

The primary responsibility of the Campus Security Officer is providing for the protection of life and property on university property. This may be accomplished by patrol unit, carts, foot, and/or bicycle patrol of campus roadways, walkways, parking lots, administrative and academic buildings and residential areas located near campus as well as other satellite locations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Interact positively with campus community members on a daily basis and assist members in identifying potential safety and/or criminal problems.\
- Proactively implement the department's community policing program.
- Conduct initial investigations of reported crimes and incidents occurring on MBKU property and submit appropriate reports. Testify in court as necessary.
- Consistently patrol campus and other university owned property on foot, bike, cart, and/or motor vehicles.
- Investigate traffic accidents within the boundaries of campus and prepare accident reports.
- Provide excellent customer related services to students, faculty, staff, and visitors.
- Direct traffic as necessary; provide directions and other assistance to students, faculty, staff and visitors.
- Respond to, and manage all emergencies and disasters on campus.
- Conduct student safety training; including fire drills, evacuation procedures, and disaster preparedness.
- Respond to requests for routine and emergency medical assistance and render first aid and/or CPR/AED when necessary.
- Ensure that activity logs are maintained and updated accurately.
- Observe safety hazards and promptly report them to appropriate persons, as well as responding to all security and fire alarms.
- Unlock/secure appropriate buildings/rooms and facilities as directed.
- When necessary, enforce University Policies, California Penal and Vehicle codes on university property.
- Perform other services and duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, the candidate must be able to perform each duty satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a valid California driver license and the ability to operate all equipment in the campus safety vehicle.

- Be very proactive.
- Have excellent customer service skills.
- Possess excellent critical thinking and decision making skills.
- Have strong human relations skills with the ability to interact positively with a diverse university population, and the ability to develop and implement problem solving techniques within the institution.
- Be team oriented.
- Have the physical ability to assist with the rescue of sick and injured persons on campus.
- Be able to function on foot patrol and make physical arrests when necessary.
- Be able to work outdoors in inclement weather for extended periods of time.
- 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.

## **EDUCATION AND/OR EXPERIENCE**

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Previous work experience in a University public safety/security department preferred.
- 3 to 5 years' experience preferred in a public/campus safety position.

## **PHYSICAL DEMANDS**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Be able to successfully obtain a Security Guard card issued by the California Bureau of Security and Investigative Services (BSIS).
- Be able to successfully complete the PC 832 (powers of arrest) course and other POST related courses within 1 year of hiring.
- Be able to successfully obtain the appropriate BSIS certifications for the carry of pepper spray and baton (straight, side-handle and collapsible).
- Be able to successfully pass and complete an American Heart Association First aid/CPR and AED certification course.
- Be able to successfully pass and complete a Taser certification course.
- Each candidate must be at least 21 years of age by the date of hire.

## **WORK ENVIRONMENT**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are typically performed in an office setting with normal working conditions, most of which are in an educational institution environment. Duties may also be performed at other real estate sights owned by the college.

## **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 will award a Doctor of Pharmacy (PharmD) degree in the 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 ([www.ketchum.edu](http://www.ketchum.edu)).

## **HOW TO APPLY**

Interested candidates, please send a cover letter along with your resume to [Humanresources@ketchum.edu](mailto: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.