



# Marshall B. KETCHUM UNIVERSITY

## Campus Security 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. Officers are responsible for protecting MBKU buildings, grounds, assets, employees, students and visitors against criminal activity, accidents, fires and natural disasters. 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**

- Provide security to premises and MBKU personnel by patrolling all buildings to ensure that the campus is safe and secure
- Maintain high visibility while conducting patrol check(s)
- Check in authorized vendors, visitors, and guest
- Patrol and inspect property to protect it from theft, vandalism, or other criminal activities
- Patrol all parking lots for any violations and issue warnings or citations if necessary
- Effectively and appropriately respond to any emergency situations
- Monitor Closed Circuit TV (CCTV) cameras

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed 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.

- Be of good moral character, with no felony convictions or misdemeanor convictions
- Able to communicate effectively orally and in writing
- Be able to think quickly and critically
- Be mindful of customer service and public service
- Exercise good judgment in potentially dangerous situations
- Conduct oneself with Integrity, Professionalism, and be Dependable
- Work well independently, with others, and with little to no supervision

- Maintain emotional control under high stress situations
- Be proficient in the use of Microsoft Word
- Successfully secure a Security Guard Card, Pepper Spray Permit, and Baton Permit issued by the California Bureau of Security and Investigative Services (BSIS).
- Have successfully completed the PC 832 (powers of arrest) course and other POST related courses.
- Be able to meet deadlines with severe time constraints

## **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:

- Required: High School Degree or GED
- Six months of related experience and/or training

## **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 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.