

Public Safety Officer Part-Time Weekends (7AM - 3PM)

Position Summary:

Manor College is seeking a highly skilled and confidential Public Safety Officer for Part-Time Weekends in the Public Safety Department. The Public Safety Officer will perform security enforcement work involving patrolling and safeguarding buildings, grounds, and work areas; receiving visitors & guests; directing traffic during emergencies and special events. This position requires handling confidential and sensitive information in a professional manner at all times.

Job Types: Part-Time Hourly, Non-Exempt, 12 Month Position

Reports To: Public Safety Manager

Essential Functions:

- Patrols assigned areas and checks building security; Opens and closes campus buildings on a routine basis; Secures all buildings appropriately in accordance with the campus operating schedule.
- Greets and checks in dorm residents, visitors, vendors and others at the Public Safety office. Verifies appropriate college business with requested individuals.
- Monitors campus security cameras and makes proper and timely notifications; Notifies supervisor when cameras and equipment are malfunctioning.
- Provides emergency responses or notification in emergencies such as fire, crime, safety incidents, etc. Reports to immediate supervisor, in writing on appropriate forms, all safety and security incidents.
- Provides escorts to various campus locations as assigned.
- Directs traffic and parking into and on campus parking areas, as required.
- Assists (on an as needed basis) local agencies, such as Police, Fire, etc. during campus emergencies, as requested.
- Maintains conditions are under control and peaceful during emergency periods in accordance with established practice and procedure.
- Reports conditions to the supervisor that may endanger the safety of campus employees, students, visitors and/or assets in or on campus locations.
- Assists supervisor in campus safety investigations as assigned.
- Prepares reports accurately and objectively detailing incidents on campus.
- Promotes and upholds Manor's Catholic Basilian Mission.
- Interacts with local and state police officials.
- Performs other duties as assigned and/or directed.

Qualifications:

- High School Diploma or equivalent.
- A minimum of one (1) year of experience in a law enforcement, security or military setting.
- Valid Driver's License.
- Must be at least 25 years of age.
- Familiarity with Closed Circuit Camera Systems and other computing platforms (e.g. Gmail, Microsoft Suite, Google Cloud).
- Must be able to work flexible schedules as needed, including weekends, holidays and overnight shifts.
- Excellent problem-solving skills and detail oriented.
- Strong interpersonal and communication skills, with the ability to effectively collaborate with team members, staff, faculty and stakeholders.
- Ability to work as a team member and handle frequent interruptions.
- Must successfully pass a PA Criminal Background Check, PA Child Abuse and FBI.

Physical Requirements and Work Environment:

- Requires prolonged sitting, standing, walking and squatting on a constant basis.
- Able to lift a minimum of 35 pounds.
- Repetitive motion of the finger, hands and wrist.
- Walk up and down stairs both inside and outside.
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects.
- Work is performed in an office setting as well as outside (campus grounds) on periodic details.

Application Deadline: For consideration, please submit 1) Resume by email to: Security@manor.edu or jobs@manor.edu.

Confidential screening of applications will continue until the position is filled.

Equal Opportunity Statement: Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service or any other status protected by law.