MANOR COLLEGE

700 Fox Chase Road
Jenkintown, PA 19046
215.885.2360
215.576.6564
manor.edu

Part-Time On Call Public Safety Officer

Position Summary:

The Public Safety Department is committed to maintaining a safe and secure educational and working environment for all students, faculty, staff, and visitors. The department embraces a community-oriented approach to campus safety, emphasizing communication, education, cooperation, and proactive security practices.

Manor College is seeking a dependable and highly skilled Part-Time On-Call Public Safety Officer to support the daily operations of the Department of Public Safety. This position performs duties similar to those of full-time Public Safety personnel, helping maintain a safe campus environment. This position supports the Public Safety Department by patrolling the College's property, inspecting building and notifying the proper authorities in emergency situations.

The position requires the highest standards of professionalism, discretion, and integrity. The officer must maintain strict confidentiality regarding student, faculty, and staff information, as well as all incidents encountered during the course of duty. Maintaining a professional, respectful, and trustworthy work environment is essential at all times.

Job Types: Part-Time, Non-Exempt, On-Call (No Set Hours)

Reports To: Public Safety Manager

Essential Functions:

- Patrols assigned areas and checks building security; opens campus buildings and closes and secures buildings as appropriate in accordance with the campus operating schedule.
- Greets and checks in dorm residents, visitors, vendors and others at Public Safety office. Verifies appropriateness with requested individual.
- Monitors campus security cameras and makes proper, timely notifications.
- 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.

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- Provides escorts to various campus locations as assigned.
- Directs traffic and parking into and on campus parking areas, as required.
- May assist local agencies, such as Police, Fire, etc. during campus emergencies, as requested.
- Maintains conditions under control and peaceful during emergency periods in accordance with established practice and procedure.
- Reports conditions that may endanger the safety of campus employees, students, visitors and/or assets in or on campus locations.
- Assists supervisors 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 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 21 years of age.
- Communication skills (oral and written) and confidence in conveying information to all types of members of the community, including administrators, staff, faculty, students and visitors.
- Must be able to work flexible schedule as needed, including weekends, holidays and overnight shifts.
- Ability to work as a team member and handle frequent interruptions.
- Demonstrates courtesy to administrators, staff, faculty, students and visitors.
- Must have basic computer skills.
- Strong decision-making, conflict resolution, and ability to remain calm under pressure.
- CPR/AED, First Aid must be current or willingness to learn.

Physical Requirements and Work Environment:

- Requires prolonged walking, sitting and standing on a constant basis.
- Able to walk up and down steps both inside and outside of buildings.
- Able to lift a minimum of 35-40 pounds.

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- Repetitive motion of the finger, hands and wrist.
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects.
- Able to work in a wide variety of environments as found in all areas of the college campus.

Additional Information:
Background checks will be completed as required by law and Manor College's policies and procedures.

To Apply:
For consideration, please submit resumes to **jobs@manor.edu**.

Confidential screening of applicants 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.