

# **Assistant Director of Campus Safety - Patrol Operations and Investigations**

## **Campus Safety**

**Openings:** 1

### **Description**

Gustavus Adolphus College invites applications for a full-time Assistant Director of Campus Safety - Patrol Operations and Investigations in Campus Safety.

Gustavus Adolphus College is a private liberal arts college in Saint Peter, Minn., that prepares over 2,200 undergraduates for lives of leadership, service, and lifelong learning. Fully accredited and known for its strong science, writing, music, athletics, study-away, and service-learning programs, Gustavus hosts a chapter of Phi Beta Kappa and is internationally recognized for its annual Nobel Conference.

This exciting opportunity is a position of great importance that serves as the immediate supervisor for Campus Safety Patrol Officers. To ensure that staff effectively perform their job duties to achieve a safe campus environment. To serve as a member of the Campus Safety Leadership Team. All supervisory tasks are performed in accordance with equal opportunity and affirmative action, non-harassment and employee safety policies and procedures.

### **Duties and Responsibilities - Shared:**

- Responsible for seeing the daily patrol objectives and special security tasks are completed by officers during assigned shift.
- Supervises Campus Safety Officers during an assigned shift. This may include reviewing problems/issues, answering specific questions or concerns and assist in completion of work duties as necessary. Patrol Campus areas to assess the effectiveness of officers on shift and to provide additional support, including incident response.
- Directly supervises 4-8 officers including giving regular feedback, progressive accountability and annual reviews.
- Directly responds to or dispatches officers to respond to all incidents on campus. Determines appropriate actions in response to campus incidents and emergency situations and completes or ensures the completion of administrative forms/reports related to incidents.
- Recommends changes to operational/administrative policies or procedures to improve protective or life safety service activities.
- Maintains weekly work schedules for full time & part time officers. Adjust work schedules to accommodate vacations, sickness, and special events.

- Performs monthly maintenance and maintain records of departmental equipment (Alcohol sensor, portable emergency light systems, AED's, medical supplies and portable jump start battery packs).
- Provides training to new and continuing officers.
- Serves as liaison officer to external agency partners.
- Keeps Director informed of issues concerning daily operations through regular communication in person and electronically.
- Assists in the management of a campus fire safety program including routine fire drills in campus residence halls, scheduling the testing of fire safety systems and providing programming in the area of campus fire safety.
- Represents the Director of Campus Safety in her/his absence.
- Performs other work-related duties as assigned by the Director of Campus Safety.

#### Major Area of Assignment - Individual Specialty:

- Performs duties related to operations & investigations including maintaining officer schedule, monitor and update color code systems for room and building lock up, process & maintain records of all evidence and property confiscated including final disposition, monitor and maintain excess officer equipment inventory and conduct investigations of college policy violations.
- Performs all services as a professional representative for the college.
- Complies with all policies and procedures in the Campus Safety Standard Operating Procedures or Guidelines.
- Remains current on changing job responsibilities and procedures.
- Maintains confidentiality.
- Gives work direction to up to 15 professional staff and 80 student staff.

#### Prerequisites

#### Minimum Qualifications:

- High school diploma or equivalent.
- Two years experience in campus security/safety.
- Computer competency in Microsoft Office complex and database systems.
- Mature, emotionally stable individual with ability to use good judgment in making decisions.
- Good physical condition.
- Pass background investigation, physical and drug/alcohol screening.
- Maintain valid Minnesota Driver's License.
- Within six months of employment must successfully complete First Responder training and the department's Field Officer Training Program.
- Within six weeks of employment must successfully complete Responsible Employee and Campus Security Authority training.
- Strong communication and interpersonal skills.
- FEMA NIMS ICS-700, ICS-100, ICS-200 certification.

Preferred Qualifications:

- Bachelors degree in related field preferred.
- Progressive supervisory experience in security on a college campus.
- First Responder training/certification.
- Minnesota Emergency Management certification.

Working Environment:

- Exposure to external weather conditions year-round.
- Extensive physical exercise including walking and climbing.
- Rotating shift work including days and nights, weekends, and holidays.
- Exposure to dangerous situations (e.g. weapons, assaults, traffic hazards, and blood borne pathogens). Personal or environmental threats (chemical spills, fires, etc

Application Procedures: To apply for this position, please continue the process on our website, [www.gustavus.edu/humanresources/employment](http://www.gustavus.edu/humanresources/employment) to complete the online application. A complete application will include the following attachments. Incomplete applications will not be reviewed by the search committee.

- Online Application
- Cover Letter
- Resume/Curriculum Vitae
- Contact information for three (3) references

Gustavus Adolphus College does not discriminate on the basis of race, color, national origin, ancestry, sex, disability, religion, age, sexual orientation, or veteran status in its education or employment programs or activities.

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**Contact**

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