

**Safety and Security Officer  
Regular Part-Time  
College of Saint Mary**

The Safety and Security Officer will be responsible for regular foot and vehicular patrol of the CSM campus and facilities to ensure a safe and secure environment for students, staff, faculty, visitors and university assets. Safety and Security Officers respond to all campus emergency situations.

**Primary Job Responsibilities:**

- Lock and unlock various facilities at the appropriate times.
- Diffuse and deescalate conflict in difficult situations.
- Investigate campus crimes, accidents and CSM student conduct issues where requested.
- Enforce parking regulations.
- Render emergency first-aid assistance when necessary.
- Provide escorts for students and campus personnel upon request.
- Respond to all alarms.
- Assist local police, fire and rescue personnel as needed, and develop relationships with those entities to enhance security and safety measures at CSM.
- Attend various meetings relating to safety and security and contribute positively to that dialogue.
- Attend and/or instruct various training sessions and programs on campus to enhance the overall experience for students, staff and faculty.
- Work cooperatively with all stakeholders of CSM and other professionals by the exercise of positive human relation skill to include being courteous, respectful and professional at all times.
- Model appropriate behavior and adherences to CSM policies and federal, state and local laws.
- Perform other tasks and assignments as directed by Safety and Security Department management and or senior college officials.

**Qualifications:**

High school degree or its equivalent with an Associate's Degree in Criminal Justice or other related field preferred, with one year experience in security preferred. Law enforcement and/or military background desired. Also need excellent public relations skills, verbal and writing skills, high levels of integrity, character and ethics and be 21 years of age at the time of hire. Need to possess a valid Nebraska driver's license (Iowa if residing in Iowa) and reliable transportation to and from CSM. Need current CPR/AED/First Aid certification, or be capable to obtain after hire. Must be in good physical and mental condition and able to pass a criminal background check. Must be able to pass a job related physical capacity test at the time of a conditional offer of employment.

**Application:**

Please apply using the following link. **Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.** Applications accepted until position is filled.

<https://home.eease.adp.com/recruit/?id=1552721>

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