Campus Safety Officer

Wofford College’s Department of Campus Safety seeks applications for a sworn law enforcement officer or experienced security officer reporting to the assistant director of campus safety. The campus safety officer performs duties in accordance with established policies and procedures regarding security, safety, law enforcement and traffic services on the Wofford College campus.

Work Schedule: Full Time (40 hours/week/shift schedule) determined by the director.

Essential Job Duties:
- Provides for public safety by maintaining order, responding to emergencies and protecting students, employees and visitors and property of the same and of the college.
- Conducts patrols of a specific assigned area of the campus or the entire campus on foot, cart, bike or patrol vehicle, responding to each need for campus safety service that is brought to his or her attention through observation, personal contact or radio dispatch.
- Opens, closes and secures facilities (proactive security), controls access, responds to alarms, initiates work orders for inoperative security and safety equipment, and inspects facilities. Investigates suspicious activity with the aim of crime prevention and apprehension of criminals.
- Directs traffic, assists motorists, provides personal escorts after dark upon request, escorts money transfers as requested, provides security, traffic control and crowd control at special events and campus activities, participates in crime prevention and reduction programs, attends community meetings on problem resolution and service support representing the department and Wofford College.
- Maintains positive and effective public relations in support of the department and college while in the performance of his/her duty.
- Enforces all applicable laws, campus regulations and department policies and procedures. Makes arrests in accordance with state and federal laws. Completes serious incident reports in accordance with college policy and investigates all reports, complaints, incidents and accidents.
- Performs first-aid and CPR services as required. Assists in response to fire and fire alarms. Corrects/reports fire and safety hazards and responds to disasters, explosions, severe weather situations and other emergencies.
- Follows officer safety procedures.

Nonessential Job Duties:
- Participates in orientation training, in-service, field training and off-campus training programs to enhance professional skills and performance.
- Completes additional tasks as assigned by the director. Such duties include (but are not limited to): assignments to other duties such as dispatcher relief, office/administrative officer relief, community liaison work or other assignments.
- Pursues professional development to keep pace with current law enforcement and safety procedures.

Minimum Qualifications/Requirements:
- High school diploma or equivalent.
- Valid S.C. driver’s license.
- Evidenced completion of the S.C. Criminal Justice Academy basic law enforcement requirements.
- Evidenced completion of first-aid, CPR and AED training and field training program.
- South Carolina voter’s registration card required by SLED (S.C. State Law Enforcement Division).
- Complete physical examination as required by the S.C. Criminal Justice Academy. Physical demands/requirements for this role include: frequent walking, running, standing, lifting (must be able to walk with 50-lb weight), occasional stooping, kneeling, crouching and climbing.
- Successful completion of NCIC Code Z (for law enforcement hire) background investigation.

APPLICATION
All application materials can be submitted electronically to Officer Dwayne Harris at harrisde@wofford.edu. Application materials include: (1) a letter of application explaining how you meet the qualifications of this position; (2) a current resume; and (3) names and contact information for (minimally) three professional references.