



Where
thought
leads.

Campus Safety Officer

Wofford College is a place where thought leads, where ideas are celebrated and problem solving is expected. Wofford invites applicants who are focused on student success and excited to join a community committed to preparing thought leaders.

Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. It offers 27 major fields of study to a student body of 1,873 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful and supportive graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 20 NCAA Division I athletics teams.

Wofford College’s Office of Campus Safety seeks applications for a sworn law enforcement officer or experienced security officer who will report to the office’s assistant director. Campus Safety officers perform duties in accordance with established policies and procedures regarding security, safety, law enforcement and traffic services on the Wofford College campus.

The Campus Safety officer is a full-time position (40 hours per week). Shift schedule will be determined by the director.

RESPONSIBILITIES

Essential job duties

- Provides for public safety by maintaining order, responding to emergencies and protecting students, employees, visitors and property of the same and of the college.
- Conducts patrols of an 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.

Non-essential 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/admin officer relief, community liaison work or other assignments.
- Pursues professional development to keep pace with current law enforcement and safety procedures.

QUALIFICATIONS

- High school diploma or equivalent.
- Valid South Carolina 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 registration card required by SLED.
- 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-pound 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 CampusOfficer@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.

EEO STATEMENT

Wofford College values diversity within our students, faculty and staff and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the basis of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and local laws. For information about Wofford's Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.