



## Campus Safety Officer

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.

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

### Essential Job Duties

- Provide 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.

### 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/admin 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 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](mailto: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.

### **Salary and Benefits**

Salary will be commensurate with experience. Wofford College provides a competitive benefits package including employer contribution to retirement savings, employer premium contribution to comprehensive major medical insurance, group life insurance, disability insurance and other accompanying benefits.

### **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 bases 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/or local laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you require an accommodation to participate in any part of the hiring process, please reach out to [HumanResources@Wofford.edu](mailto:HumanResources@Wofford.edu).

### **Statement of Nondiscrimination**

Wofford College does not discriminate on the basis of race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions, including but not limited to lactation), 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/or local laws.

### **Compliance with Title IX**

Wofford College is committed to providing an educational and work environment, including programs and activities, that is free from discrimination, harassment, and retaliation. In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of sex.

Inquiries related to the application of Title IX at Wofford College can be made as follows:

**Wofford College**

Matthew Hammett

Director for Civil Rights, Title IX Compliance, and Student Risk Assessment

Title IX Coordinator

429 N. Church Street

Snyder House

Spartanburg, SC 29303

864-597-4048

[hammettmk@wofford.edu](mailto:hammettmk@wofford.edu)

**External Inquiry:**

Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

800-421-3481

[OCR@ed.gov](mailto:OCR@ed.gov)

<https://www.ed.gov/ocr>

**Discrimination, Harassment, and Title IX Reporting**

Individuals who experience harassment or discrimination on the basis of their membership, or perceived membership, in a protected class are encouraged to contact Wofford's Title IX Coordinator via email, phone or mail at any time or in person during normal business hours. The Title IX Coordinator can assist individuals in making a report or formal complaint, connecting with campus and community resources, and accessing support with academics, housing and/or employment.

Individuals may also submit a report through the online Discrimination and Harassment Reporting Form. Reports can be submitted anonymously, but anonymous reports may limit the College's ability to address reports.

All reports will be reviewed and addressed using Wofford's Nondiscrimination and Anti-Harassment Policy and Procedures.