



Job Posting
Campus Safety Officer (Cisco Campus)

Date Posted: June 28, 2021

Posting End Date: Until Filled

Cisco College is accepting applications for the position of Campus Safety Officer. This position will be based off the Cisco Campus. Minimum qualifications for this full-time position include a high school diploma, valid Texas Driver License, experience working within the service industry, good organizational skills, effective verbal and written communication skills, the ability to work collaboratively as a team member and no Class A/B or Felony convictions. (Please scroll down to review the complete job description for the position.) The position is a 12-month position with a salary of \$30,000, plus benefits. Resume packages will be accepted until the position is filled and will be received via email, fax, and USPS, but email is preferred.

CISCO COLLEGE offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

Please note: A complete resume package must include a cover letter, completed and signed Cisco College Application (located on the Employment page of our website), resume, and unofficial copy of transcript. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

Complete resume packages should be submitted to:

Shelli Garrett
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
shelli.garrett@cisco.edu

Cisco College is an Equal Opportunity Employer

Cisco College

Job Description

Job Title: **Campus Safety Officer**
Reports to: **Director of Campus Safety**

Job Summary

A campus safety officer promotes and maintains safety at Cisco College by supporting the efforts of the Campus Safety Department and local law enforcement. Although not a sworn police officer, a campus safety officer performs many of the same public safety functions.

Duties

Under the supervision of the Director of Campus Safety, the Campus Safety Officer (CSO) promotes lawful behavior and protects the welfare of students, faculty and staff as a uniformed presence on campus. The CSO performs foot and vehicle patrols of the college campus to monitor behavior, secure buildings and property, investigate disturbances, maintain order during events and enforce regulations. Monitors the physical safety of campus buildings by locking and unlocking doors, patrolling or monitoring using surveillance systems, and reporting suspicious behavior. The officer is also tasked with enforcing parking regulations and college rules by citing offenders when necessary.

In emergency situations, CSO's respond to the scene, provide first aid, and alert additional police or emergency personnel as appropriate. They maintain communication with other safety personnel on campus, helping to coordinate emergency plans. They also write and submit incident reports to the Director of Campus Safety or other law enforcement agencies as appropriate.

In addition to monitoring surveillance systems they also respond to fire alerts. May train additional campus safety officers and serve as crowd control at special events. CSOs are expected to stand, walk and occasionally run depending on the circumstances. May be exposed to hazardous situations as a consequence of their employment. Other duties are as assigned by the Director of Campus Safety.

Minimum Qualifications

1. Experience working in service based industries.
2. Good organizational skills.
3. Good written and verbal communication skills.
4. Ability to work collaboratively as a team member.
5. High School Diploma/GED.
6. Valid Texas Driver License.
7. Requirement to be trained to at least Level II Security Certification upon hire.
8. Must not have any Class A/B misdemeanors or Felony convictions.

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered