

# Lincoln University Job Description

<b>Job title:</b>	<i>Residence Hall Security Officer</i>
<b>Department:</b>	<i>Public Safety</i>
<b>Reports to:</b>	<i>Director of Public Safety</i>

## **Job Summary:**

Lincoln University seeks Residence Hall Security Officers. This position reports to the Director of Public Safety & Security and will be responsible for securing exterior doors after visitation hours and frequently making tours of the residence halls. They will be responsible for identifying and escorting members of the opposite sex out of the building and informing the Residence Hall Coordinator in writing. This position is responsible for making sure all rules and regulations are followed and assisting with fire drills and investigating false alarms. This position must maintain a good working relationship with security and inform them of any illegal activities that may occur during the night shift.

## **Qualifications:**

- High school diploma or GED required.
- Law enforcement or security training preferred, but not required.
- CPR and first aid certification preferred, but not required.
- Must have valid driver's license and own transportation.
- Must have and maintain a clean criminal record.
- Flexible schedule and weekend hours included.
- Must communicate effectively with people from varied social, educational, and economic backgrounds.
- Must be able to work without constant supervision, make decisions, and have good judgment while performing under stress.
- Must be able to handle multiple tasks and projects and prioritize based on department functionality.
- Must have the ability to properly operate and care for computerized dispatch system and voice radio equipment.
- Must possess the ability to learn appropriate computer functions.
- Must have the ability to keep concise and accurate records and carry out verbal instructions.
- Must have the ability to write complete and concise reports.
- Must maintain emotional stability and physical condition necessary to perform related duties.
- Must maintain a high level of confidentiality.

- Must have a high level of professional appearance and demeanor, wear a standard issue security uniform, and carry standard security equipment.

#### **Essential Duties and Responsibilities:**

- Supervises the general facilities.
- Conducts tours frequently throughout the residence halls.
- Secures all exterior and emergency doors.
- Ensures that all policies, rules, and regulations are being followed (i.e., visitation, smoking, quiet hours, etc.).
- Reports any concerns to the Residence Hall Coordinator (i.e., maintenance, false alarms, security, etc.).
- Ensures student participation in fire drills/false alarms.
- Maintains contact with security in case of an emergency.
- Submits all paperwork in a timely manner.

#### **Physical Demands:**

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, and bend and reach.

#### **Working conditions:**

The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.