Westminster College Position Vacancy
Full-time Public Safety Officer

This position is responsible for providing safety and security for Westminster College students, staff, visitors and property, maintaining peace and order, controlling and preventing crime and upholding the College’s standards of conduct. Qualified candidate will supervise routine departmental activities, respond to all calls for assistance, including emergencies, medical and fire alarms and will investigate and write reports for minor crimes and conduct violations on campus. The officer will also be responsible for securing the campus grounds on foot, and/or by automobile to ensure a safe environment for students, faculty, staff, and visitors. The primary shift available is 4:00pm-12:00am Monday through Friday, with occasional opportunities to fill other open shifts.

Requirements: High School diploma required, associate’s degree (preferred), or equivalent training and experience in a public safety field. Minimum of two years’ experience in law enforcement/security (in a higher education setting) is preferred. Required to obtain/retain First Aid/CPR/AED certification and a basic knowledge of various computer programs. Act 120 and/or act 235 certification preferred although not needed at this time. Additional training/certification may be required at a later date. Valid driver’s license is required.

Physical Demands:

- Ability to utilize human senses, sight, sound, touch, taste, smell.
- Pulling/pushing a human being.
- Lifting a human as needed.
- Physically detaining a human being under the direction of a police officer or otherwise.
- Walking up and down stairs.
- Walking and running as needed.
- Sitting and standing for extended periods of time.

Candidates with the appropriate skills should send their letter of interest, resume, names of three (3) professional references, and salary requirements by email to thomaslm@westminster.edu or by mail to:

Westminster College
Office of Student Affairs
Attention: Linda Thomas
319 S. Market Street New Wilmington, PA 16172

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.