

Westminster College Position Vacancy

Public Safety Officer (F-T)

Westminster College, New Wilmington, PA, is seeking qualified candidates for the full-time position of Public Safety Officer. Public Safety Officers help ensure a safe and secure campus environment through regular patrols, emergency response, enforcement of campus policies, and support for safety procedures involving students, employees, and visitors. This position operates within the Department of Public Safety under the supervision of the Director of Public Safety. **Primary shift:** Day turn, must be available to fill other shifts as needed.

Responsibilities include, but are not limited to:

- Patrol campus buildings and grounds on foot and/or in a College vehicle to ensure the safety of students, employees, and guests.
- Respond promptly to calls for service including emergency and non-emergency situations such as accidents, injuries, fire alarms, suspicious activity, facilities-related and conduct-related concerns.
- Serve as the incident commander during a campus emergency until relieved by the Director of Public Safety or an external first responder.
- Provide appropriate triage and scene support during emergencies until police, fire, or EMS personnel arrive.
- Document incidents through clear, detailed, and timely written reports.
- Enforce campus policies and parking regulations.
- Assist with access control, lockouts, and securing campus buildings as needed.
- Support public safety efforts during campus emergencies and special events to include July 3rd Fireworks, Homecoming and Commencement.
- Maintain professionalism in all interactions and support a culture of respect and accountability across campus.

Qualifications and Requirements:

- High school diploma required; Associate's degree or equivalent training in public safety or a related field preferred.
- Minimum of two years' experience in security, law enforcement, or a related field
- Valid driver's license required.
- Ability to obtain and maintain First Aid/CPR/AED certification.

Physical Demands:

- Ability to use all human senses (sight, sound, touch, taste, smell).
- Capable of walking, running, climbing stairs, and standing for extended periods.
- Ability to push/pull or lift a human being in emergency situations.
- Physically capable of detaining individuals as necessary and under appropriate direction.

To Apply:

Please submit a letter of interest, résumé, and the names and contact information for three (3) work-related references by no later than **July 31, 2025**, via email to publicsafety@westminster.edu. Westminster College is an Equal Opportunity Employer.