

Westminster College Position Vacancy

Campus Public Safety Officer (Part-Time)

Westminster College, New Wilmington, Pennsylvania, is seeking highly qualified and enthusiastic candidates for the part-time position of Campus Public Safety Officer.

The position of the **Westminster College Campus Public Safety Officer** is an unarmed and non-sworn position responsible for providing exceptional safety and security for the Westminster College community that includes students, faculty, staff, visitors, and property, while maintaining peace and order, controlling and preventing criminal activity, and upholding the College standards of conduct. Qualified officers will conduct departmental activities that include vehicle and foot patrols, responding to emergencies, working in conjunction with local law enforcement and first responder organizations, responding to alarms and calls for assistance, conducting building physical security, providing special event security, investigating and writing reports for minor crimes and conduct violations, and will play an instrumental role in contributing to the community environment by maintaining a visible and approachable presence.

Campus Public Safety Officers support the college mission 24 hours a day/365 days per year in all weather conditions that include the following shifts: **Day Shift** (6:00 am – 2:00 pm), **Afternoon Shift** (2:00 pm – 10:00 pm), and **Midnight Shift** (10:00 pm – 6:00 am), as well as special events on campus and other departmental requirements. Upon selection, Public Safety Officers will receive training and certification on First Aid, CPR, AED, standard operating procedures, and multiple other key areas.

Qualifications (Required):

- High school diploma or equivalent
- Valid state driver's license
- Strong personal integrity and reliability
- Public safety/security experience
- Excellent interpersonal communication skills
- Basic computer and strong written communication skills
- Willingness and ability to engage with the Westminster College's diverse community, while always focusing on customer service and promoting a culture of dignity & respect
- Ability to climb, balance, stoop, kneel, crouch, crawl, reach, stand (extended periods of time), walk, run, push, pull, lift, grasp, feel, and execute repetitive motion

Preferred Qualifications:

- At least two years of experience in safety/security, law enforcement, or related field within a higher education campus environment
- Pennsylvania ACT 235 Certification
- Pennsylvania ACT 120 Certification with law enforcement experience

Pay: Entry - \$15 per hour, ACT 235 - \$18 per hour, ACT 120 w/police experience - \$20 per hour

Candidates with the appropriate skills should send their letter of interest, resume, and names of three professional references by email to lenzpr@westminster.edu. Westminster College is an equal opportunity employer, enhancing learning through diversity and inclusion.