# Public Safety Officer

**POSITION SUMMARY:** This is a non-sworn position. The Public Safety Officer reports directly to the Shift Supervisor who reports directly to the Director or Assistant Director of Public Safety.

**ESSENTIAL FUNCTIONS:**

- Assist the Director of Public Safety as needed consistent with the policies and goals of Mississippi Christian University.
- Communicate effectively and regularly with shift personnel including the Shift Supervisor.
- Respond to incidents on the campus that include, but are not limited to fire calls, medical calls, and vehicle accidents.
- Complete electronic incident reports, accident reports, and medical reports.
- Control building and room lock down / opening procedures as put forth by the Office of Public Safety and/or Event Services.
- Assist students with inquiries or refer them to the appropriate office/person.
- Keep open channels of communication with students concerning policies, procedures, and any changes in schedule.
- Adhere to policies set forth in both the Public Safety Standard Operating Procedures and the Mississippi Christian University employee policies and procedures.
- Maintain a neat and professional appearance and dress in the approved uniform.

**OTHER RESPONSIBILITIES:**

- Perform other related duties as requested by the Director of Public Safety.

**DESIRED QUALIFICATIONS:**

- Fully support the mission, vision, and values of Mississippi Christian University.

- High school diploma, degree or University hours desirable but not required.
- Previous Law enforcement or first responder experience desired.
- Excellent oral and written communication skills.
- Possess the knowledge, skills, and abilities to perform the specific duties of the position.
- Willingness to work evening, overnight, weekend, and holiday hours as needed.
- Able to function on foot patrol and to work outdoors in inclement weather for extended periods of time.
- Possess a valid driver's license.
- Submit to and successfully complete a background investigation.

**Reports to:** Director of Public Safety

**FSLA Status:** Full-time non-exempt with benefits or Part-time non-exempt without benefits