

## **Campus Safety Officer**

Position # 25-031

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and soon to be Vienna, WV (We are not a branch of West Virginia University). We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees. This position may require work at our Main Campus in Parkersburg, WV, or at one of our branch locations in Vienna, WV, or Ripley, WV.

### **Benefits**

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through [www.peia.wv.gov](http://www.peia.wv.gov) and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

### **To Apply**

- Submit an Employment Application packet available at [www.wvup.edu/jobs](http://www.wvup.edu/jobs)
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

### **Posted**

01/21/2025 with an application deadline of 02/04/2025.

### **Employment Status**

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position.

### **Shift**

Variable. Full time is considered 37.50 hours a week.

### **Pay Grade**

02 (Salary is commensurate with education and experience)

### **Function/Summary**

The Campus Safety Officer – Armed is responsible for maintaining a safe, secure, and supportive environment for students, faculty, staff, and visitors at but not limited to the WVU Parkersburg campus in Parkersburg, WV, Jackson County Center in Ripley, WV, and the Innovation and Technology Center in Vienna, WV. This position requires the carrying of a firearm and involves various duties related to campus security and emergency response.

### **Minimum Qualifications**

**Education:**

- High school diploma or equivalent
- Additional relevant education or training (preferred)

**Experience:**

- 3 years’ experience in law enforcement, security or related field
- 6 months communication and interaction with diverse and various cultures (preferred)
- 6 months with various law enforcement equipment (preferred)
- Previous experience in law enforcement, security, or a related field (preferred)

**Licenses/Certifications**

- ACT 235 Certification
- Must possess and maintain a valid state-issued concealed carry permit
- Completion of a certified law enforcement or security training program
- Possess or obtain CPR/AED certification

**Knowledge, Skills & Abilities**

- Ability to read, write and perform basic mathematical calculations
- Ability to follow oral and written instructions
- Ability to remain calm and composed in high-stress situations.
- Knowledge of emergency procedures, hazards, and safety principles
- Ability to work individually or as a team member
- Ability to maintain confidentiality
- Ability to pass required firearm proficiency tests.

**Duties/Responsibilities**

<b>Frequency:</b>	<b>Duties:</b>
35%	<p><b><u>Campus Safety Officer - Armed</u></b></p> <ul style="list-style-type: none"> <li>• Conduct regular patrols to identify and address potential security risks.</li> <li>• Monitor security cameras and surveillance equipment to detect suspicious activities.</li> <li>• Respond promptly to security incidents and emergencies, dispatching officers as needed.</li> <li>• Develop and complete reports outlining activities during evening campus hours.</li> <li>• Carry a firearm responsibly and in compliance with relevant laws and regulations.</li> <li>• Participate in ongoing firearm training to ensure proficiency and adherence to safety protocols.</li> <li>• Exercise sound judgment in assessing situations requiring firearm use.</li> </ul>
30%	<p><b><u>Community Relations Liaison</u></b></p> <ul style="list-style-type: none"> <li>• Foster positive relationships with students, faculty, staff, and visitors.</li> <li>• Conduct educational programs on safety and security for the campus community.</li> <li>• Act as a visible and approachable presence on campus.</li> </ul>
10%	<p><b><u>Security Compliance Officer</u></b></p> <ul style="list-style-type: none"> <li>• Ensure adherence to campus policies and safety procedures.</li> <li>• Provide guidance to subordinate staff members in enforcing campus policies and safety procedures.</li> <li>• Assist with evaluations of subordinate staff.</li> <li>• Serve as the primary point of contact during emergency situations on the evening shift.</li> <li>• Conduct thorough investigations into security-related incidents and compile detailed reports.</li> <li>• Collaborate with various campus departments to collectively address and resolve security concerns.</li> </ul>
10%	<p><b><u>Emergency Response</u></b></p>

	<ul style="list-style-type: none"> <li>• Assist in developing and implementing emergency response plans.</li> <li>• Coordinate with local law enforcement and emergency services during critical incidents.</li> <li>• Report and minimize injuries or damage during emergencies.</li> </ul>
10%	<p><b><u>Training and Development</u></b></p> <ul style="list-style-type: none"> <li>• Stay informed about changes in laws and regulations.</li> <li>• Attend regular training sessions to enhance skills in emergency response, conflict resolution, and firearm use.</li> <li>• Collaborate with colleagues to share best practices and experiences.</li> </ul>
5%	<p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• Performs other duties as assigned.</li> </ul>

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action Institution and does not discriminate on the basis of race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. West Virginia University at Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities.