



Security Officer

Franklin College has a full-time opening in the Office of Security for a non-exempt, full-time Security Officer. The Security Officer's role is to protect people and property on campus, to provide customer service, and to assist in the handling of emergency situations as they arise. *Flexible work schedule is provided in advance. Will work some days and some nights as well as some weekends and some holidays.* The Security Officer reports to the Director of Security and Title IX Coordinator.

Responsibilities include: patrolling campus buildings and grounds to prevent or deal with a variety of safety and security issues, ensuring that buildings are locked and unlocked as appropriate, enforcing traffic and parking regulations, responding to, investigating and maintaining applicable records/logs for calls, complaints, accidents or violations.

Additional duties include providing assistance to students, staff, faculty and visitors, and assisting the Director of Security with campus-wide projects as required.

OTHER ESSENTIAL POSITION FUNCTIONS AND REQUIREMENTS

- Receive training on, and then respond to, various campus alarms (fire, high water, ADT, "panic" buttons, call boxes, post indicators valves, active sprinkler heads)
- Respond to calls involving medical emergencies and document occurrences.
- Document and report security incidents and unusual or hazardous conditions on campus to appropriate officials.
- Prepare all required reports electronically on security activities.
- Be resource for all areas of campus during non-business hours and during campus breaks (facilities, Student Development, food service, mailroom, athletics, etc.)
- Follow and abide by all safety rules and regulations.
- Regular attendance and timeliness.
- Other duties as needed or assigned.

QUALIFICATIONS

EXPERIENCE: Two to three years required of relevant work experience, including one year of directly related security or law enforcement training or experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

EDUCATION/LICENSING:

- High school diploma or GED is required

REQUIRED KNOWLEDGE, SKILLS, or ABILITIES:

- Good working knowledge of relevant laws and regulations.
- Good working knowledge of fire prevention
- Valid driver's license.



- Ability to deal effectively with a wide range of individuals, in some instances under stressful, challenging and/or emergency conditions.
- Ability to handle emergency situations calmly and efficiently.
- Demonstrated integrity.
- General knowledge of Microsoft Windows Software
- Post functional testing will be required.

APPLICATION PROCESS

Excellent benefits package including: health, life, and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employee and their family. Review of applications will begin immediately and continue until the position is filled. Qualified applicants should submit a complete application (electronic submissions preferred; MS Word or Adobe PDF) and should include cover letter, resume, and three professional references. **Click link to apply for position [here](#)** or go to [employment opportunities](#) found at www.FranklinCollege.edu.

Contact Human Resources with additional questions.

Franklin College
101 Branigin Blvd.
Franklin, IN 46131
humanresources@franklincollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.