



Posting Date: April 2018

Position: SECURITY OFFICER

Department: Campus Safety

Hours per Week: 40

**Alverno College** is a private liberal arts college with an internationally acclaimed ability-based program and diverse student body. Our low instructor-to-student ratio and collaborative faculty contribute to a positive learning environment. We provide students with real-life, hands-on experiences in the classroom, in study abroad opportunities and in professional internships related to their major. These experiences, among others, have resulted in Alverno College being recognized among the top four Midwest Regional Universities in the 2018 *U.S. News & World Report* "Strong Commitment to Teaching" category for the eighth consecutive year.

The College is seeking applicants for a full-time Security Officer position for the Campus Safety department located in Milwaukee, WI.

This is a full time position. Salary will be commensurate with qualifications, education, and experience. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are also available for employees and qualified dependents.

### **Primary Duties and Responsibilities**

*The following information is not meant to be all-inclusive.  
Other duties and responsibilities may be assigned as necessary.*

**Schedule: 2nd Shift  
3:00 p.m. to 11:00 p.m.**

Provide a professional security presence on campus in order to promote and ensure the safety and welfare of students, faculty, staff and visitors. Perform foot and motor patrols to maintain watch over buildings, grounds and parking areas. Secure all windows and doors. Respond and provide assistance in incidents involving suspicious persons, medical emergencies, disturbances, fire alarms, trespassers and other security-related calls. Monitor parking areas for vehicles in violation of parking restrictions. Test and maintain life safety equipment including fire alarms, fire extinguishers and smoke detectors. Provide courteous and accurate information to visitors. Record detailed information using security logs, incident reports, and Proxy Unit. Perform Security Desk Officer responsibilities in the residence halls. Perform receptionist, clerical and special project work as assigned.

### **Qualifications**

Prior experience with standard security practices and techniques is preferred. Valid driver's license with a driving record that meets the qualifications of an Alverno driver is required. Requires the ability to exercise good and appropriate judgment in dealing with incidents involving potential damage to life or property. Must be able to effectively and professionally communicate with students, faculty, staff and the public. Basic computer skills. Ability to complete comprehensive written reports. Ability to understand and follow written and verbal instructions. Requires the ability to become CPR and First Aid Certified. Requires the ability to work with and maintain confidential information. Requires the ability to work in a variety of weather conditions for extended periods of time. Must be able to walk between 5-10 miles on every shift in the performance of required tours and in responding to calls. Requires the ability to frequently stoop, bend, sit and stand. Must have good manual dexterity and be able to lift 50 pounds frequently and repeatedly. Specific vision abilities required by this job include close vision and color vision. Security personnel may be required to work extended or additional shifts to provide needed coverage for the College. Scheduled shifts are occasionally subject to change due to department needs.



Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

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### **Education**

Requires high school diploma or equivalent. An Associate's Degree in Police Science or a related field is preferred.

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### **How to Apply**

Apply on-line at [www.alverno.edu/jobs](http://www.alverno.edu/jobs)

*A resume and cover letter may be attached to the on-line application.*

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*