



Position: Public Safety Officer Level 2
Department: Public Safety

FUNCTION:

The University of Pikeville (UPIKE) seeks a dynamic, dedicated, and creative professional interested in providing a campus community where individuals can thrive, feel safe and secure, and have the opportunity to feel supported. In collaboration with the Division of Student Affairs, the Department of Public Safety provides a vital support function to the campus community. This position requires extensive interaction with all members of the campus community. The Division of Student Affairs and Department of Public Safety has developed a holistic approach to providing a safe campus.

Responsibilities:

1. Provide proactive patrols campus-wide on foot, in an assigned motor vehicle, or other specialized vehicles to ensure protection of life and property, prevention and suppression of crime, enforcement of campus regulations to include the student code of conduct, patrol parking lots, respond to calls for service.
2. Examine doors, windows, and gates to ensure security; use University keys to open and close buildings; monitor closed buildings for unauthorized persons and/or suspicious activities.
3. Inform and warn violators of rule infractions such as loitering, smoking, or carrying forbidden articles.
4. Provide escort services for visitors, students, staff, and faculty, as necessary; provide other public assistance such as lockout services, jump-starts, and routine information.
5. Monitor and report irregularities including security breaches, facility and safety hazards, and emergencies.
6. Contact and communicate with emergency responders, such as police, fire, and/or EMS personnel, as required.
7. Remain alert for the presence of unauthorized persons and/or violations; approach suspicious persons and/or notify police as appropriate; may confront violators, as required, until police arrive.
8. Perform periodic checks of interior, exterior, and/or streetlights to ensure proper functioning; report malfunctions as required.
9. Patrol and monitor parking areas and/or parking garages to provide public security and assistance.
10. Maintain security controls for issued university keys and key cards; safeguard and control issued university equipment.
11. Prepare routine, standardized reports.
12. Provide specialized security in a sports area or other complex operational area.
13. Assist Student Affairs staff with counseling, mentoring, and other activities to encourage appropriate student behavior.
14. Perform miscellaneous job-related duties as assigned.

Relationships:

This position requires daily contact with co-workers, student workers, supervisor, college personnel, students, alumni, parents, and the community. These relationships are maintained through email, telephone, written, and person-to-person contact.

Education/Skill Requirements:

- High School Diploma or GED required, some (at least 1-2 years) of college preferred.
- At least one year of law enforcement or security experience is required.
- Must be able to pass a thorough background check.
- Must possess a valid driver's license and be at least 21 years of age to drive university owned vehicles.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting www.upike.edu/offices/human-resources/careers/. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and contact information for three to five professional references.