

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
Fax: (906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903
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KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

JOB DESCRIPTION

POSITION: Campus Safety Officer (part-time, up to 29 hours/week)

DEPARTMENT: Maintenance

SUPERVISORY CONTROL: President

SALARY: Grade 10 (\$16.28 to \$24.43 per hour)

SUMMARY:

Campus Safety Officers perform safety, security, and emergency preparedness-related functions and services, including mobile and foot patrols of campus, staffing of special events, investigating complaints and documenting information in incident reports, conducting emergency preparedness exercises, fire alarm evacuation drills, mandated lockdowns, and other safety drills. Acts as the officer-in-charge of Campus Safety in the absence of a supervisor or administrator.

QUALIFICATIONS:

- High school diploma or equivalent with additional education in criminal justice or related field.
- 3 years previous experience in security, law enforcement, or a related field.
- Strong communication and interpersonal skills.
- Ability to remain calm and composed in emergency situations.
- Knowledge of safety and security protocols.
- Physical fitness and the ability to patrol on foot for extended periods.
- Valid driver's license and clean driving record.
- First aid and CPR certification preferred.
- Ability to work various shifts, including nights, weekends, and holidays.
- Strong problem-solving and decision-making skills.
- Attention to detail and the ability to observe and report accurately.
- Proficiency with surveillance and security equipment.
- Commitment to fostering a safe and inclusive campus environment.
- Basic computer skills and the ability to maintain accurate records.
- Knowledge of local, state, and federal laws related to campus safety.
- Ability to handle confidential information with discretion.
- Strong ethical standards and integrity.
- Ability to communicate effectively with diverse populations.
- Willingness to participate in ongoing training and professional development.

Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

| | |
|------------------------------|-------------------------------------|
| Crimes of violence | Sexual assault |
| Molestation | Exploitation |
| Contact with or prostitution | Crimes |
| against persons | Offenses committed against children |
| abuse or neglect | Child |

DUTIES AND RESPONSIBILITIES:

- Perform general vehicle and walking patrol duties.
- Respond to routine, non-emergency requests for service.
- Respond to urgent or emergency situations and calls for service.
- Investigate and document administrative and criminal complaints.
- Lock and unlock facilities as appropriately requested or scheduled.
- Screen guests and visitors to KBOCC in a manner consistent with established visitor management policy and protocol.
- Conduct and participate in safety-related drills and exercises.
- Monitor and direct traffic and parking during concerts and other special events.
- Conduct and document safety-related inspections.
- Monitor and utilize access control, fire alarm, video surveillance, and other safety-related systems.
- Deliver safety, security, and emergency preparedness-related training and presentations to students and staff.
- Seeks the best use of materials, equipment, and staff to maximize efficiency and effectiveness.
- Respects the culture, diversity, and rights of all students, their families, and the community.
- Acts as the officer-in-charge of Campus Safety in the absence of a supervisor or administrator.
- Performs other duties as assigned.

PRE-EMPLOYMENT TESTS:

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference is given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference is given to qualified veterans (DD214 required).

DEADLINE TO APPLY: Friday, January 3, 2024 at 4:30pm. *Internal only until Thursday, December 19, 2024.*

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

APPLICATION PROCEDURE: Submit an official KBOCC application, cover letter, resume, three current letters of references, and your certifications/official transcripts to:

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
OR email hr@kbocc.edu with all documentation

Official KBOCC applications can be found on our website:
<http://www.kbocc.edu/employment/>