



Campus Safety Officer- Part-time

Position Summary

Reporting to the Director of Campus Safety, Campus Safety Officers provide for the safety and wellbeing of Mitchell College students, faculty, staff and property through the education and enforcement of College policies and procedures. Campus Safety Officers respond to calls for assistance including emergency and crisis situations while provide other services to the College community. Campus Safety Officers are assigned to security details for Mitchell College athletic events and social functions and may be required to work evenings and weekends as operationally necessary. This position is considered “essential personnel” and will be required to work during emergencies, inclement weather and campus closures as directed.

Currently, we are hiring for a part-time position, the hours of which will be determined. The starting hourly wage is \$13.00.

Required Education and Experience:

- High school diploma or GED required
- At least six months related experience and/or training, or equivalent combination of education and experience.
- Experience working in an academic environment and/or with young adults is a plus.
- Strong interpersonal and verbal/written communication skills.
- Ability to maintain confidential information and work independently under indirect supervision.
- Ability to make competent decisions and use appropriate discretion in stressful situations.
- Current and valid driver’s license (yearly driver’s history check is required).
- Current First Aid, CT Guard Card and CPR certification is a plus, but training will be provided if the incumbent does not have such experience prior to the offer being made.

A small liberal arts college, Mitchell developed its distinct educational approach over almost 80 years, blending a tradition of mentoring with an expertise in teaching diverse learning styles to create a highly individualized model that benefits all students. Mitchell is committed to the broader community through building strong, creative and cooperative partnerships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duquès Academic Success Center which includes the renowned Bentsen Learning Center.

This is a part-time, FLSA non-exempt level position. For candidate consideration, please send a cover letter, your CV/resume and 3 references (contact information or letters) by **JUNE 15, 2018** to jobs@mitchell.edu. The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. For further information regarding our application procedures, you may visit <http://mitchell.edu/careers/>.

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