### Employment Opportunity

**Job Title:** Campus Security Officer  
*(Seasonal Full Time)*

**State Job Classification:** Campus Security Officer

**M State Location:** Fergus Falls Campus

**Position Purpose:** This position performs routine public safety duties in accordance with established guidelines including patrolling assigned areas to ensure personal, building, and property security; warning violators of rule infractions; applying traffic and parking ordinances and laws; providing initial emergency response; completing required recordkeeping; and performing other duties as assigned.

The values that guide our work include access and opportunity, equity, inclusion and belonging, cultural competence, cultural responsive pedagogy & service, and community engagement. Our educational environments are culturally relevant, responsive, and innovative to the students we serve. Our students are assets, we affirm their identities and lived experiences, and provide spaces that are emotionally safe and reflect who students are.

**Responsibilities:**

- On a daily basis, live the mission, vision and values of M State to ensure a positive experience for all students and stakeholders. Service to M State students and stakeholders is a core component of the position and work responsibilities.

- Patrol assigned areas on foot, in assigned motor vehicle, or other specialized vehicle to ensure personal, building, and property safety and security. Use assigned keys to open and close buildings/doors when appropriate. Monitor the campus and housing buildings for unauthorized persons and/or suspicious activities.

- Policy Enforcement – Stay up to date with college policies/rules and applicable Local, State, and Federal laws. Address all potential safety and/or policy violations in a professional manner and escalate issues to the local police department and/or supervisor as appropriate. This position may be responsible for issuing timely warnings and/or other emergency communication(s) after normal business hours.

- Services – This position is responsible for enforcing on-campus parking regulations, providing jump starts, and providing safety escorts for students, faculty, and staff (upon request).

- Records – Serve as a Campus Security Authority as outline in the Clery Act. In cooperation with other security officer(s) this position will maintain a daily Campus Security log. This position will submit through and timely incident reports via the online reporting system to the Director of Campus Life and Housing. This position is responsible for preserving and protecting evidence in cooperation with local law enforcement.
Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization.

Minimum Qualifications:
- At least two (2) years of experience as a Security Patrol Officer, Crime Prevention Officer, or Peace Officer. Associates degree in Law Enforcement, Paralegal or related field may substitute for 1 year of experience; Bachelor’s degree in above areas may substitute for 2 years of experience.

Preferred Qualifications:
- Knowledge of applicable city ordinances, State of Minnesota and federal criminal and civil law.
- Knowledge of traffic control procedures and parking regulations.
- Knowledge of standard police practices including rules of evidence, investigation techniques and procedures, citizen’s arrest power, loss prevention techniques, intrusion alarms, detections, surveillance system and fire alarms.
- Good written and oral communications skills.
- Knowledge of Right to Know, Occupation Safety (OSHA), hazardous materials and waste safety procedures.
- Knowledge of Data Privacy Act and Family Educational Rights and Privacy Act (FERPA).
- Knowledge of Clery Act Law and regulations associated with the law.
- Computer knowledge such as IP Camera Systems, Networking, etc.
- Ability to work with diverse populations responding with sensitivity to address needs and concerns to support the college’s commitment to an inclusive and equitable environment.
- Ability to resolve problems and make comprehensive decisions quickly and effectively.
- Certified First Responder.
- Dispatching experience or experience with multi-line phone systems.

Physical Qualifications:
- Ability to walk campus grounds, run, reach upward, climb ladders and stairs, move heavy objects.

Other Qualifications:
- Class D Driver’s License: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver’s license. Operators may also tow vehicles/trailers as long as the gross combination weight does not exceed 26,000 pounds.
- Incumbent required to pass State of Minnesota Department of Motor Vehicle review, and background checks per legislation.
Work Days/Hours: Seasonal employees work during the Academic Year (approximately mid-August to mid-May)
Wednesday - Sunday | 8:00 PM – 4:30 AM
(Days/hours may change due to staffing needs)

Salary Range: $21.10 - $29.08 per hour

Benefits: Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:
- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- Federal Public Service Student Loan Forgiveness Program

APPLICATION DEADLINE: JULY 14, 2023

How to Apply: Go to https://mn.gov/mmb/careers
- Search for Job Opening ID#67118
- Select “Apply for Job” at the top of the page.
- If you have questions about applying for jobs, contact the job information line at 651-259-3637.
- For additional information about the application process, go to https://mn.gov/mmb/careers.

Application Must Include:
- Cover letter
- Resume
- Names and contact information of 3 professional references

For more information, contact: Becky McMahan........218.299.6533
becky.mcmahan@minnesota.edu
If you need accommodations to take part in the application process, please contact Human Resources at (218) 299-6533. For more information regarding M State, refer to our website at: http://www.minnesota.edu.

NOTICE: In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle, shall be required to conform to Minnesota State’s vehicle use criteria and consent to a Motor Vehicle Records check.