

**Habib University  
Job Description**

<b>Position Title</b>	Campus Safety Officer
<b>Department</b>	Office of Student Life
<b>Reporting Relationship</b>	Senior Campus Security Officer
<b>Dated</b>	31 <sup>st</sup> July, 2015

**Scope of the Position**

The Campus Safety Officer (CSO) will directly work with the students of Habib University to monitor campus, enforce policies/procedures, and role model positive behaviors for students. The CSO will report to the Senior Campus Security Officer who will in turn report to the Assistant Director of the Office of Student Life.

The role will require this individual to work either 7:30 am – 3:30 pm or 3:30 pm – 11:30 pm Monday-Saturday. S/he will create an open, welcoming, and helpful environment for students through their actions and activities.

**Summary of Key Functions**

**Specific Role:**

- Working with students to understand policies and procedures
- Physically walk around the campus to be visible
- Documenting policy violations
- Securing the campus & monitoring spaces
- Coaching undergraduate students in proper etiquette and study habits
- Assist in Student Life activities/events
- Assist departmental staff in other initiatives.
- Provide assistance to unit level staff in planning and implementing project initiatives.
- Provide excellent customer service.
- Other duties as assigned and appropriate.

**Required Qualification, Experience and Skills**

<b>Qualifications and Skills Required</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree OR 2-3 years of professional full time experience</li> <li>• Excellent oral and written English language communication skills.</li> <li>• Flexible in terms of working hours (evenings and weekends) – this position will work either 7:30 am – 3:30 pm or 3:30 pm – 11:30 pm Monday-Saturday.</li> <li>• Mature, self-driven, results-oriented individual, who displays flexibility and ability to handle multiple tasks simultaneously.</li> <li>• Ability to enforce policies and confront policy violations in a polite but firm manner</li> <li>• Possess strong interpersonal skills with the ability to work with others across departmental/divisional lines.</li> <li>• Experience working with students.</li> <li>• Experience working in an institution of higher education.</li> </ul>
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