

Armed Security Officer

Classification	Non-Exempt, Full-Time, 12-month
Department/Division	Security/Business Affairs
Reports To	Security Supervisor

About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

EEO Statement

King's College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

Job Function

The Armed Officer will report directly to the Shift Supervisor, or in the absence of the Shift Supervisor, the Executive Director/Director of Security, and will be responsible for carrying out the basic security functions of the college; including but not limited to; the protection of life and property, maintenance of public order, prevention of crime, response to emergency situations, diffusing difficult situations, securing buildings, and enforcing college rules and regulations.

The job of an Armed Officer is also physically demanding, requiring the stamina and strength to work assigned shifts under all environmental conditions, drive a motor vehicle, perform foot patrol, stand, or sit for extended periods of time, defend themselves and others in actual physical combat, occasionally lift and move people or heavy objects, climb or jump physical obstacles and run various distances.

Essential Elements

1. Thorough knowledge of all college rules and regulations concerning buildings and grounds; all policies, rules and regulations contained in the student handbook; and all policies, rules, and regulations of security regarding position duties and responsibilities.
2. Thorough knowledge of the physical plant layout (all College properties), and areas that are prone to fire alarms, utility failures, theft, vandalism, etc. Knowing the location of fire extinguishers, cut-off valves, etc.
3. Conducts security patrol of campus areas and facilities practicing crime prevention methods taking appropriate action to guard against criminal activity and inappropriate conduct, etc. Conducts emergency building searches for intruder's, trespassers, and bomb threats.
4. Makes crucial decisions under stress and is held accountable for the result.
5. May be subjected to bodily harm with the possibility of loss of life.

6. Locks and unlocks buildings as scheduled or assigned and upon request of college administration and so documents actions.
7. Investigates incidents occurring on campus (criminal and non-criminal) brought to their attention or withdrawal. Ensures appropriate action taken, reports filed, and appropriate college administration are made aware of incidents.
8. Completes all required reports and logs clearly and promptly and for the submission of such reports and logs to the Director of Security at the completion of duty.
9. Maintains harmonious relationships with all associates by courteous and considerate demeanor.
10. Attends and completes all required Security Training initiated or designated by the Department or appropriate authority.
11. Apprehends, detains, and takes appropriate action in conformance to college policy against all offenders. If necessary, may be request assistance of local police department.
12. As required, subpoena appears before college judicial proceedings, magistrate hearing or court of common pleas in prosecutions of accused.
13. Performs all duties and responsibilities in courteous are friendly manner to all students, faculty, staff and public rendering assistance and information when requested.
14. Assists and works with all College departments and organizations in situations of sudden emergency when such assistance is necessary.
15. Appropriate use and management of personal King's College email account.
16. Use and management of a personal King's College Self-Service account.
17. Accurately checks and verifies all identification cards of students, guests, and visitors upon entrance into residence halls.
18. Thorough knowledge and adherence to the King's College Use of Force Policy.
19. Thorough knowledge and adherence to Pennsylvania Crimes Code (Title 18) sections 505, 506, and 507 regarding the use of deadly force.
20. Must demonstrate competency with College issued firearm during annual firearms familiarization.
21. Maintains and ensures College issued firearm is functioning properly.

Required Skills, Training, and Experience

1. High school education or beyond.
2. 235 Security Act certification or acquire within six months – Act 120 or Equivalent.
3. CPR and First Aid certified.
4. Participates in training and re-certification as required.
5. Background investigation required.
6. Experience preferred, but not required.
7. Demonstrates proficiency with College issued firearm.

Physical Conditions

Ability to analyze and diffuse emergency non-emergency situations peacefully and successfully. Individual must be able to meet established specific physical requirements of the job, such as running, lifting, carrying, or dragging heavy objects. Also, climbing over or pulling oneself over obstacles. Jumping on elevated stairways. Ability to resolve physical disputes or engage in physical confrontation, if necessary.

Internal applicants please submit your materials to hrjobs@kings.edu by 12/16/2023.