



Columbus College of Art & Design

Safety & Security Officer- 3rd Shift

CCAD's Safety & Security department is looking for a responsible and driven professional to join our Safety & Security team. We offer competitive wages, shift differential, a full benefit package, and much more. The Safety & Security staff is a highly collaborative and cohesive team, providing a range of high-quality services for our faculty, staff, students and guests. Our Safety & Security Officers play an essential role for everyone within our CCAD community. Ideal candidates will observe, report all incidents and provide safety & security at all times. We are dedicated to our mission of being an agile, trusted, strategic partner who delivers sustainable service and solutions that contribute to our success through the attraction, retention and engagement of a talented creative, diverse and inclusive workforce. If you have experience and want to take the next step in your career, you could be a great fit for this role. If you have little experience, this will be a great introduction to your career as on-site training is provided. The hourly rate for this position is \$17/hour.

ADDITIONAL BENEFITS OF JOINING OUR TEAM

- Onsite in-house training provided in First Aid, CRP, and AED
- Opportunity to be certified as a Taser user
- IPIMBA certification as a bike officer if desired
- Uniforms and footwear provided
- Opportunity to join an essential, well-respected department in higher education
- Opportunities or potential for professional growth

SUMMARY

This Safety & Security Officer is designated as an essential staff. Essential staff are required to report for work as their function is necessary to maintain and protect the health, safety, and physical well-being of the campus community. They must keep the lots, grounds and buildings secure by patrolling the campus and providing appropriate responses as needed to maintain a secure environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Effectively maintains communication between all department members.
- Physically secures all facilities and equipment within their responsibility.
- Promotes good will and maintains a professional visibility on campus.
- Regularly patrols all campus property for security, and surveys facilities to ensure sound conditions.
- Maintains the safety of the campus community throughout buildings and property.
- Provides security intervention and takes control of critical situations.
- Provides urgent response for critical medical situations, and assists with First Aid when necessary.
- Documents all pertinent incidents with appropriate reports, and investigates accordingly.

- Provides first response to mental health crises, and transitional support to professional counseling.
- Provides escort service within specified areas to students, faculty and staff upon request.
- Contact outside sources of emergency service as necessary.
- Enforces College parking policies and issues parking tickets as necessary.
- May patrol and respond to critical situations by bike, once (or "if") certified.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Customer service skills
- A valid driver's license
- Ability to set priorities that accurately reflect relative importance of duties
- Time management skills
- Ability to work independently within a team
- Proactive, creative problem solving approach.
- Proficiency in Microsoft Outlook, and Word or ability to learn

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) required.
- Security patrol experience of at least (1) one year is preferred or an equivalent work experience dealing with students or the general public.
- Work experience that shows an aptitude for growth and the ability to communicate across diverse populations will also be valued and considered.
- Exposure to a College campus environment is a plus but not required.

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before small groups of customers or employees of the organization.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to interpret bar graphs.

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

- The employee is regularly required to walk.

- The employee frequently is required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

- The employee is regularly exposed to outside weather conditions.
- The employee is frequently exposed to wet and/or humid conditions.
- The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, extreme cold, and extreme heat.

The noise level in the work environment is usually moderate.

COMPENSATION: This position is full-time, non-exempt. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, sick time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, campus parking, and free admission to the Columbus Museum of Art.

HOW TO APPLY: Visit www.ccad.applicantpro.com/jobs/ to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process, or your application will be considered INCOMPLETE.

CCAD Vaccination & Booster Requirement Notice

Columbus College of Art & Design (CCAD) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CCAD is implementing a vaccination & booster requirement policy for its students and employees.

All employees, including on-campus, hybrid, or fully remote status, are required to receive the Covid-19 vaccination and booster shot (if eligible) as determined by CCAD and provide proof of their fully vaccinated/up to date status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious belief, must request a Request for Accommodation form from Human Resources to begin the interactive accommodation process. Accommodation requests will be considered on a case-by-case basis and/or granted where they do not cause CCAD undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at humanresources@ccad.edu.

***CCAD reserves the right to modify, supplement, revise, or rescind any part of this notice as it deems necessary or appropriate with notification..**

About CCAD:

[Columbus College of Art & Design](#) teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is [The CCAD Way](#), one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our [Core Values](#) of Respect, Positivity, Inspiration, and Accountability unite us. CCAD's [Presidential Commission on Diversity, Equity & Inclusion](#) works to help CCAD grow with intention into a more inclusive and equitable institution. Learn more at ccad.edu.

About Columbus:

As the 14th largest city in the country and the largest and fastest-growing city in Ohio, [Columbus](#) is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the [Columbus region](#) is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

EEO Statement:

As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.