



VACANCY ANNOUNCEMENT

Security Officer

Job Number:	498228
Category:	Security/Public Safety
Facility:	Rowan Main Campus
Department:	Public Safety
Status:	Regular Full-time
Internal/External:	External
Deadline Date:	03/21/2023 (11:55pm)
Salary:	O13
Location:	Glassboro, NJ

Summary:

Under the general direction of the Sergeant/Shift Supervisor or civilian supervisor, is responsible for providing assistance and protection to persons and property in and about Rowan University Main Campus owned or leased buildings and grounds in accordance with the Public Safety department's rules, regulations and General Operating procedures.

Essential Duties and Responsibilities include the following:

- Measurement criteria is "as observed by the Sergeant/Shift Supervisor" for all performance standards, unless otherwise indicated.
- Contributes to the University's positive public image by handling all of the public in a courteous and professional manner.
- Contributes to the smooth and efficient operation of the Department by being punctual to work and for assignments and maintains an above average attendance.
- Contributes to the professional image of the Department and the University by maintaining uniforms and equipment according to Department rules and regulations.
- Performs fixed posts duties as required.
- Patrols buildings and grounds taking necessary action to prevent fire, theft and vandalism of Rowan University Main Campus property, ensuring safe and orderly conditions.
- Prepares and submits reports when required.
- Manages day-to-day activities according to department standards.
- Understands and adheres to Rowan University Public Safety compliance standards as they appear in Rowan University Public Safety's Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.
- Performs other duties as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Must have a high school diploma or an equivalent and will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than the employee mobility, is necessary to perform the essential duties of the position. Candidates must pass a police background investigation.

Note:

- Rowan University is an Equal Opportunity Employer and values diverse people and abilities. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position. Candidates must be legally authorized to work in the US, and the university will not sponsor an applicant for a work visa for this position.
- Please note that this position is subject to the NJ First Act, requiring public employees to establish residency in the State of New Jersey. See N.J.S.A. 52:14-7 (L. 2011, Chapter 70) for further information.
- Only completed online applications submitted on or before the posted deadline will be considered.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your application/resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833)691-0404.

To view the vacancy announcement in its entirety and to apply online, please visit: <https://jobs.rowan.edu/en-us/job/498228/security-officer-department-of-public-safety>