

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Security Officer

**Location:**

Multiple Campus Locations

**Department:**

Campus Public Safety

**Salary:**

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits package

**Work Hours:**

40 hours per week

**Posted Date:**

03/02/2023

**Close Date:**

N/A

**Overview:**

Under direction of a supervisor in a state department, institution, or agency, during an assigned tour of duty, provide assistance and protection to persons and property in and about state owned and leased buildings, office grounds, and parking areas; maintains orderly conditions, and takes the measures required to assure observance of the law; does related work as required.

Must be willing to be assigned in any Stockton campus/location and in any shift. Weekend work is mandatory.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

**Essential Duties/Responsibilities:**

- Patrols an assigned area of offices, buildings, and grounds including parking areas, and makes the required reports by telephone, punch clock, or otherwise
- Prevents unauthorized persons from entering the grounds and buildings; checks automobiles and trucks entering and leaving the installation and makes a report of each state-owned vehicle indicating mileage, destination, the time of entering and leaving the installation, the name of the person driving the car, and the license number

- Takes action as required to prevent fire, theft, vandalism, disorder, and/or damage or loss to state property and equipment
- Opens and closes gates, doors, and windows, and raises and lowers flags
- Turns off office fans, motors, lights, and air conditioning equipment at the end of the business day
- Opens offices daily and sees that rooms are properly ventilated; switches on lights, fans, motors, and air conditioners
- Gives assistance when accidents or illness occur in emergencies; summons physicians, the fire department, and/or police as may be required
- Periodically makes inspections of the assigned areas and sees that newspapers and other litter are picked up and disposed of; when articles of value are found, turns these over to the custody of the supervisory officer
- Directs callers to the reception desk or to other locations, and provides desired information to callers in accordance with established procedures
- Maintains order and decorum in the assigned office or other areas, and sees that rest rooms, buildings, grounds, and other areas are kept free from Loiterers
- Escorts or removes offenders from the premises, when so required, with minimum disturbance to office routine; assists the staff in the maintenance of order within the premises
- Directs traffic in and around buildings and in parking areas; regulates and controls pedestrian and vehicular traffic at designated public intersections to assure safety, reasonably rapid movement, and a minimum of interference
- Takes needed action as to suspicious persons and conditions, and reports significant actions, occurrences, and conditions on the grounds and in the buildings
- Notes and reports conditions which constitute dangers and hazards and takes the actions necessary to assure orderly and safe conditions; sees that established safety regulations are observed
- When required, accompanies payroll staff to and from a bank and guards the institution payroll. Prepares recommendations concerning the management of large numbers of people and the avoidance or alleviation of crowded and/or unsafe conditions
- Takes appropriate actions as to suspicious persons and conditions, and reports significant actions, occurrences, and conditions
- Investigates complaints involving misconduct, suspicious behavior, illegal activities, and other matters within the province of police operations and prepares reports thereon. When complaints are made as to lack of order or nonobservance of prescribed procedures, makes investigations to determine the facts and sees that proper remedial actions are taken, notes and reports dangers and hazards
- Sees that office staff and other employees are acquainted with security procedures. Obtains, records, and properly uses needed equipment, materials, and supplies. Prepares simple but clear, accurate, informative, and legible reports  
Keeps simple records
- May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units
- Support Stockton University's diversity commitment and strong student-centered vision and mission

### **Required Qualifications**

Must be willing to be assigned in any Stockton campus/location and in any shift. Weekend work is mandatory

**Preferred Qualifications:**

Prior university experience.

Prior police experience.

Valid NJ driver's license.

**Screening Information:**

**How to Apply:**

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

**SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), must be submitted along with your 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](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.**

Click [here](#) to apply.

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest
- Current resume
- A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

**Please note:**

- Stockton University is an equal opportunity institution encouraging a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday-Friday between 8:00am - 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the

Stockton University Police Department, building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or call 609-652-4390, to request that a copy be sent via postal mail.