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## EMPLOYMENT LISTING

### Security Officer

St Louis, MO

#### Summary

Principia is looking for a security officer. In this role, you will serve the Principia community, guests, and the visiting public through upholding Principia's standard of safety and security. You'll be responsible for providing a security presence and monitoring traffic, events, and the activities of people on campus, while attending and maintaining professional training and standards in accordance with departmental requirements. Reporting to the Director of Campus Security or Campus Security Assistant Director or Supervisor, you will play a critical role in responding to and assisting the Principia community, visiting public and/or the police with security matters and/or emergencies. You should express good judgment, be detail-oriented, respect and maintain confidentiality, display a strong sense of principle and integrity, and have a high comfort level working with a diverse campus population and having frequent public contact.

#### Primary Responsibilities

##### Essential Duties:

- Works security shifts as scheduled by Campus Security Supervision
- Understands shift hours may change at the discretion of the Campus Security Director, Assistant Director or Supervisor(s).
- Patrols the campus by vehicle, foot and monitors traffic; checks buildings; provides gatehouse coverage (for controlled campus access) to maintain a harmonious environment and experience.
- Works collaboratively with the Home Life Department for monitoring the schools' dorms, helping to identify any needs or issues related to student life on campus.
- Executes building lockups as required.
- Keeps a daily activity log, using Omnigo software.
- Investigates and prepares reports for vehicle accidents.
- Investigates and reports after hour accidents and injuries, working with Workplace Safety Director, to manage these incidents.

- Conducts or partners with local law enforcement on criminal investigations and prepares written/typed reports.
- Responds to burglar alarms at Holt House, when on duty.
- Responds to fire alarms and assists with building evacuations as needed.
- Works with local law enforcement and emergency response agencies during campus emergencies
- Reports to work in the event of catastrophic emergencies as possible

### **Training and Additional Duties:**

- Follows police/security protocols in the event of personnel disturbances.
- Attends campus fire alarm and sprinkler system training.
- Maintains annual First Aid/CPR/AED training.
- Understands and knows how to operate emergency communication systems including the campus emergency notification systems.
- Completes FEMA emergency management training.
- Maintains on person, a listing of emergency contact numbers of Campus Security
- Learns and remains knowledgeable of the Security Department Handbook and Departmental rules and general rules relevant to Principia standards; understands and supports the purpose of the Principia, and its rules and regulations.

### **Core Competencies**

- **Problem Solving:** Identifies and resolves problems in a timely manner; Uses reason even when dealing with emotional topics.
- **Judgment:** Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Professionalism:** Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.
- **Safety and Security:** Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions.
- **Interpersonal Skills:** Strong interpersonal skills and the ability to work effectively and professionally with candidates and staff at all levels and build strong relationships
- **Communication:** Communicates well (written and verbal), delivers compelling presentations, has strong listening skills, passion and drive, and both intellectual and emotional intelligence
- **Attendance/Punctuality:** Is consistently at work and on time.

### **Minimum Qualifications**

- Student of Christian Science; if not, then values-aligned

- Supportive of Principia’s mission, vision, and values as articulated here <https://www.principia.edu/about/mission>
- Immediately obtains a St. Louis County Security Officer License and maintains licensing on a yearly basis.
- Ability to become proficient in all Campus Security-related systems, including electronic locks, keycards, and video surveillance.
- Must have a valid driver’s license.
- Ability to pass police/agency background security check and to pass police/security professional training course(s)
- A desire to understand and support the Principia community, including those relying on Christian Science for healing and metaphysical support.

Security Staff should be familiar with the ideals of The Principia as stated in the *Purpose and Policies of The Principia*. Support of these policies and of other policies issued from time to time is a central expectation. It is understood and agreed that all Security Staff will support the Vision and Mission of Principia. Acceptance of these premises involves the faithful performance of assigned duties and the conscientious endeavor to maintain, in every way, the high standards established by The Principia.

The statements above describe the general nature and level of work but are not a complete list of responsibilities and are subject to change at the discretion of Principia.

### **Equal Opportunity**

Principia, a mission-driven institution, believes every person has the right to an equitable and respectful educational environment and workplace. Principia does not discriminate on the basis of race, color, national origin, ethnicity, gender (identity or expression), sexual orientation, family status, disability, age, or military or veteran status.

In hiring, admissions, and related decisions, Principia—as an institution with a religious mission—gives preference, where appropriate, to Christian Scientists.

For more information: [www.principia.edu/jobs](http://www.principia.edu/jobs); [Beth.Trevino@principia.edu](mailto:Beth.Trevino@principia.edu); 618-374-5202