ANNOUNCEMENT OF POSITION VACANCY
CAMPUS SAFETY OFFICER

SUMMARY: This sworn peace officer position reports to the Vice President for Student Services and is jointly supervised by the Director of Campus Safety and Student Conduct and the Grand Junction Police Department Supervisor assigned to Colorado Mesa University or his designee for daily activities and work assignments. The primary role of the Campus Safety Officer (CSO) is crime prevention and enforcement, as well as safety promotion. The CSO will be highly visible to the campus community in order to reduce violations of campus conduct expectations and/or criminal acts. The CSO assists in managing the student Campus Safety Assistants program. The CSO will wear distinctive professional clothing, identifying the officer as a CMU Campus Safety Officer. The CSO will act in accordance with Grand Junction Police Department (GJPD) professional standards, as stipulated in a separate Memorandum of Understanding (MOU) between the City of Grand Junction/GJPD and CMU.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Provide public safety and security services by performing:

1. Crime prevention and enforcement on and immediately adjacent to CMU Main Campus and Bishop Campus
2. Responding to GJPD “Call for Service” on campus, as needed to support GJPD
3. Enhance “community policing” campus safety efforts in conjunction with GJPD
4. Foot patrol of University grounds and immediately surrounding areas
5. Building security walks/checks
6. Routine check-in with Residence Hall staff
7. Evening security escort services
8. Special event security services
9. Routine verification of emergency call boxes and other security devices to assure safe and continued operation
10. Writing a variety of reports, including citations for violations of criminal law and university policies, as necessary.

EDUCATION and/or EXPERIENCE
Must hold current Basic or Provisional P.O.S.T. certification in the state of Colorado. Must possess valid Colorado driver’s license. Experience in higher education and higher education safety policy matters, professional law enforcement background, and professional safety training experience is highly desired, as is experience working with young adults from diverse backgrounds.

OTHER DESIRED QUALIFICATIONS:

1. Public safety experience
2. Outstanding interpersonal and conflict management skills
3. Experience in education and awareness program creation and information
4. Computer literacy with an understanding of word processing, spreadsheet and database programs
5. Working knowledge of legal and procedural information, such as FERPA, Clery Act, due process, and university student conduct expectations.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative position.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.
PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IMPORTANT NOTICE: This list of critical admissions, which may be cause for disqualification from employment with CMU is provided to Campus Security Officer applicants, CVSA Technicians and others involved in the CMU recruitment process.
- Any felony conviction
- Any conviction for a crime of violence as an adult, specifically assaults, domestic violence, etc. Any “hate crime” conviction
- Perjury conviction
- Any theft conviction, regardless of value of the item Theft from current employer or a previous employer
- Illegal drug use and/or current alcohol abuse
- Alcohol or drug conviction
- Hit and run accident conviction
- Being under or having been under driving restraint, cancellation, suspension, or revocation of driving privileges in Colorado or any other state

The listed admissions are not the exclusive basis for disqualification. CMU reserves the right to disqualify any applicant who has one of the foregoing admissions. If you have specific questions or circumstances, you may contact the Grand Junction Police Department at (970) 549-JOBS (5627).

THE HIRING PROCESS:
Oral Board Interview, Aptitude Test, Personnel Evaluation Profile, Suitability Evaluation, Computerized Voice Stress Analysis (CVSA), Fingerprints, Background Investigation, Executive Interview, Pre-Employment Drug and Medical/Psychological Evaluation Screening.

The following form is requested: Voluntary Affirmative Action form
Please return to: Colorado Mesa University, Human Resources Dept., 1100 North Ave, Grand Junction, CO 81501

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by March 3, 2016.

APPLICATION PROCEDURES: The application materials can be accessed from the City of Grand Junction’s website, www.gjcity.org. Call (970) 244-1512 for questions. For hearing/speech/visually impaired dial 711 (TTY). EOE.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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