



Wingate University **Position Description**

Position Title: Campus Safety Officer/Administrative Assistant

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

FLSA Classification: Exempt Staff, 12-month position

Wingate University Campus Safety Officer promotes a partnership between student residents, Campus Residence Life Staff, University Faculty and Administration, Town of Wingate Police, and Union County Sheriff's Office. This position performs intermediate safety, crime prevention, resource protection, and community outreach work, involving a variety of general, administrative community police related, or support duty assignments. Administrative duties assigned by the Chief of Campus Safety.

Duties and Responsibilities:

- Handles administrative duties, including but not limited to, updating all policies, handling Parking Decal database for students, faculty, and staff, preparing Crime Logs and update daily, check Officers' Logs and Incident Reports daily, assist the Chief of Campus Safety in working on the Budget and preparing reports, assist the Environmental Safety Coordinator with his administrative duties, and update Annual Security Report for all three campuses.
- Provides first class reception for the Campus Safety Office.
- Responds to incidents on campus, determines actions to take, and documents complete written records of incidents to meet Federal and University required requirements, and provides immediate updates to Residence Life and the Chief of Campus Safety.
- Creates and updates the Crisis Management Plan yearly.
- Assists with maintaining schedules and calendars.

- Performs updates to Campus Safety Website and social media sites, provides and updates brochures and notices as it relates to Campus Safety.
- Responds to calls for services for vehicle lockouts, room lockouts, and battery jumpstarts.
- Orders all necessary supplies for Campus Safety via PayBack Program.

Qualifications and Experience:

High school diploma or GED required, Bachelor's Degree with three to five years experience in Campus Safety or security related fields preferred.

Efficiently and effectively utilize a computer and software, valid driver's license for the State of North Carolina required. Knowledge of law enforcement, criminal investigations, emergency management, parking and traffic control, crowd control techniques, and prior experience in related fields, i.e., law enforcement, security, and emergency services.

Please send a letter of interest, resume and contact information of three professional references to careers@wingate.edu

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.