



Wingate University

Open Position

Position Title: Campus Safety Officer

Position Location: Wingate Main Campus

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina. More information about the university may be found on our website: <https://www.wingate.edu/>

Position Summary

The Wingate University Office of Campus Safety seeks candidates for part-time, second- and third-shift positions. The 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, and support-duty assignments.

Duties and Responsibilities

- Responds to incidents on campus, determines actions to take, and documents complete written records of incidents to meet Federal and University required requirements; provides immediate updates to Residence Life and the Chief of Campus Safety.
- Completes security rounds, including: unlock and/or lock campus buildings and classrooms as directed and scheduled, including checking windows, doors, equipment, heating/cooling and other areas.
- Ensures parking policy enforcement efforts are preformed daily.
- Enforces University policies, guidelines, and procedures; particularly those related to or specifically drafted for the assigned housing community.
- Responds to calls for services for vehicle lockouts, room lockouts, and battery jumpstarts.
- Performs general community policing duties.
- Provides safety for all students, staff, faculty, and visitors of the campus.

Qualifications and Experience:

- High school diploma or GED required.
- Bachelor's Degree with 3-5 years of experience in Campus Safety or security-related fields preferred.
- Efficient computer skills.
- 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 preferred.

To apply, submit the following to **Human Resources** at careers@wingate.edu:

- 1) Letter of interest
- 2) Resume
- 3) Contact information for three professional references

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.