

Public Safety Officer

Waco, TX, United States

Job Identification: 14317

Posting Date: 03/15/2023, 01:45 PM

Job Schedule:

Locations: Waco, TX, United States

Degree Level: High School

Job Description:

What We Are Looking For

The Public Safety Officer serves the Baylor community at the Hurd Welcome Center. Candidates should have the ability to pleasantly interact with all visitors and have an immense knowledge of Baylor University. If selected for this role you will be the point of contact for security requests, as well as welcoming in many visitors each day. This position serves within the Department of Public Safety and reports to the Baylor Police Department's Lieutenant overseeing non-sworn officers. Additionally, this position works closely with the Hurd Facility Manager, Campus Executives, and other Constituents.

• Applicants must be currently authorized to work in the United States on a full-time basis.

This is a full-time position with Baylor's full benefits package. Shifts may include days, afternoons, or overnight schedules including weekend and some holidays. Schedules are assigned after the candidate successfully completes a field training program.

The successful candidate will have the ability to:

- Relate to all members of the Baylor community
- Communicate clearly and concisely and relay details accurately.
- Demonstrate good judgment under pressure
- Handle multiple tasks simultaneously
- Deal tactfully and courteously with the public
- Respond to incidents and critical situations in a calm problem solving manner.
- Actively listen and quickly determine the needs and proper Police Department response
- Operate a personal computer utilizing standard and specialized software and entering information with accuracy.

Public Safety Officer Qualifications

- All applicants shall possess a minimum of a high school diploma or GED, associate degree preferred.
- Applicants must be a minimum of 18 years of age at the time of their appointment.
- Two years of relevant work experience is preferred.
- The applicant must possess a valid Texas Driver's License.
- Applicants should be outgoing and enjoy interacting with visitors.
- Applicants must have an active Christian faith.

What You Will Do

Job Duties

- Respond to emergencies and calls for assistance.
 - Conduct facility safety inspections, be visible in and around the building, report concerns to the BUPD.
 - Detects and reports violations of local, State and Federal law in a timely manner to BUPD
 - Receives, secures, and maintains records of lost-and-found property.
 - Performs related duties as assigned.
 - Maintains the integrity, professionalism, values and goals of the Baylor Police Department and Baylor University by complying with all policies and regulations
- Additional details pertaining to the position:

- Perform all other duties as assigned to support Baylor's mission
- Ability to comply with University policies
- Maintain regular and punctual attendance

What You Can Expect

As part of the Baylor family, eligible employees receive a comprehensive benefits package that includes medical, dental, and vision insurance, generous time off, tuition remission, and outstanding automatic retirement contributions. Baylor has a comprehensive benefits plan that supports you and your family's wellbeing and allows you to be a part of the life of a vibrant and active college campus. To learn more go to <https://www.baylor.edu/hr/index.php?id=949184>

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To apply, visit <https://apptrkr.com/4017979>

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