



# Columbus Academy

## Campus Security Officer

**The School:** Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

**The Position:** Columbus Academy seeks a part-time Campus Security Officer with responsibilities to begin as soon as possible. This position exists on the second shift (3:00-11:30 p.m.) on Saturdays and Sundays. There will be times when these hours will need to be extended to provide adequate security coverage for school-related events.

Campus Security Officers are required to patrol and protect assigned property, promote and enforce safety and security throughout the campus and act as a visible deterrent against irregular activity. They will be in daily contact with faculty/staff, students, visitors and guests and will be responsible for ensuring a safe and secure environment for everyone on campus.

**Qualifications** (preferred candidates will possess the following qualifications):

- Excellent observational skills and attention to detail
- Ability to prioritize when encountering multiple demands at once
- Authoritative verbal communication skills
- Ability to react appropriately in emergency and high-stress situations
- Maintain a professional appearance and attitude
- Strong written communication skills
- Must be detail-oriented
- Must be able to communicate with and work with a diverse group of people

**Position Expectations** (the individual selected to this position will be expected to carry out the following responsibilities):

- Patrol and monitor an assigned area, report suspicious activities, etc.
- Monitor and operate surveillance cameras and access-control software as well as conduct rounds, monitor property and campus buildings and assist with traffic control as needed
- Identify and investigate suspicious behavior, threats and irregular activity on campus
- Prepare written reports of daily activities, observations and incidents
- Escort trespassers and other unwelcome parties off the campus
- Conduct exterior property checks for maintenance issues, malfunctions or hazards

The aforementioned essential functions are intended to describe the general nature and level of work to be performed. They are not intended to be a comprehensive list of all duties, responsibilities and skills to be performed.

**Education and Experience**

- High school diploma or equivalent required
- Prior experience as a security officer is NOT required but helpful
- Willing to learn and apply security operations and safety practices
- Willing to learn and apply safety equipment (fire extinguisher, AED, etc.)
- No disqualifying criminal history

**Physical Conditions** (candidates must be able to manage the following conditions):

- A non-smoking environment
- Ability to patrol the campus (sometimes utilizing a UTV) and access areas quickly
- Ability to work in all types of weather conditions
- Activities include walking, standing, bending, kneeling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity

**Legal Requirements:** All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

**To Apply:** Interested candidates should apply online at [columbusacademy.org/apply](http://columbusacademy.org/apply).

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.