

Job Title: Security Officer

Location: St. Ignatius College Prep, Chicago

Schedule: Position may have flexible shift and hours based on needs of the school

Department: Operations

General Responsibilities

- Patrols and monitors assigned areas, including all campus buildings, perimeter, fields and parking lots, maintaining a professional appearance at all times.
- Protects and assists administration, staff, faculty, students and visitors. Ensures only authorized individuals with proper credentials are allowed on the Campus.
- Adheres to and enforces the rules as stated in the St. Ignatius handbook.
- Reports all incidents on incident forms prior to completion of shift and notifies supervisor of any disturbances or irregular activities.
- Enforces parking regulations and guidelines
- Works closely with the Chicago Police Department
- Responds and assists in any sick or injured emergencies in coordination with the Dean's office.
- Secures access to building and offices
- Work with vendors with accepting deliveries and provides distribution
- Maintains proper maintenance and handling of security radios and equipment

Qualifications

- Completion of a high school diploma or the equivalent, Associates degree or higher preferred.
- Knowledge of all relevant state statutes and local ordinances
- Ability to articulate in a clear and distinct manner during emergency and non-emergency situations
- Ability to make accurate decisions based on observations and perceptions
- Must be able to work well with administration, staff and students
- Must be self-directed and able to prioritize assignments
- Basic knowledge of computers and software
- Working knowledge of report writing
- Ability to learn site specific rules and regulations and codes
- Practicing Roman Catholic, preferred

(NOTE: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.