

**ST CLOUD STATE UNIVERSITY
VACANCY POSTING**

This posting is effective **June 26, 2025** and expires **July 2, 2025**.

Eligible employees* may bid on this vacancy by completing a “Classified Bid Form.” This form can be completed online, if you have any questions please contact the Human Resources office, AS204, during its regular business hours on or before **July 2, 2025**.

JOB NO.

0625-42

WORK AREA

Campus

CLASS & EMPLOYMENT CONDITION

Campus Security Officer
Unlimited, Full-Time

NORMAL HOURS OF WORK

Tuesday—Saturday
3:00pm—11:00pm

GENERAL DESCRIPTION OF JOB

Provide unarmed protection and security services for the persons and property of St. Cloud State University. Monitor and support patrol and special event activities of student patrol officers and supervisors. Responsibilities include determining and directing work assignments, providing support and training in proper security methods and principals for said student officers, and coordinate security issues as they arise. Provide St. Cloud State University campus and community with courteous and helpful service, consistent with the limits of available personnel and non-salary resources. Communicate with those served to determine if their concerns have been addressed and ensure their responses are shared with supervisors. Contribute ideas for improvement in the day-to-day activities of the position and department and work with co-workers to ensure understandings and a better working environment. Demonstrate the ability to secure the respect and confidence of departmental personnel and the public.

This position is considered essential during natural and man-made disasters, and during inclement weather. Employee will report for duty as directed by their supervisor and is subject to recall during these types of events.

This employee is also responsible, on behalf of Public Safety, for developing and maintaining effective working relationships with all employees and visitors of the University, community, governmental officials and City of St. Cloud; and, perform all other job-related tasks as assigned or directed by the Public Safety Director and/or Associate Director.

Minimum Qualifications (*expected to have to enter job*):

- At least two (2) years of experience as a Security Patrol Officer, Crime Prevention Officer, or Peace Officer. Associate's degree in Law Enforcement, Paralegal or related field may substitute for 1 year of experience; Bachelor's degree in above areas may substitute for 2 years of experience
- Shall pass background check free from convictions and/or misdemeanors or other trust violation information.
- Possess a valid Minnesota Driver's License or obtain one prior to appointment.

This position is weather essential as determined by management of SCSU during inclement weather and other emergency periods as declared by the commissioner of Minnesota Management and Budget (MMB) and/or the President of the University consistent with MinnState Board Policy 4.4 Weather/Emergency Closings Part 2. Subpart A., No. 2.

Preferred Qualifications (*desired but not expected to have to enter job*):

- Experience in or knowledge of University policies, local, state and federal laws
 - City of St. Cloud Ordinances
 - St. Cloud State University regulations and policies
 - MinnState policies and regulations
 - Constitutional law
- Experience in or knowledge of standard police practices
 - Investigation techniques and procedures
 - Rules of evidence
 - Citizen's arrest laws
 - Traffic control
 - National Incident Management and Incident Command Systems
- Experience in or knowledge of security at a University
 - Clergy Act
 - Family Education Rights and Privacy Act
 - Minnesota Government Data Practices Act
 - Loss Prevention
 - Physical Security
- Experience in or knowledge of emergency medical techniques
 - First Responder level or greater
- Strong Communications Skills
 - Speak and understand English, read and write English; good communication and human relations skills are essential for interviewing witnesses, victims, suspects; defusing conflicts and violent situations. These skills are also essential for providing effective leadership to staff. Good written communication is essential for writing reports, recommending modifications to emergency procedures and policies.
- Education
 - Associate's degree or higher in any field of study.
- Suitable intelligence and emotional stability
 - Good general intelligence and emotional stability; good judgment with ability to firmly, tactfully, and courteously handle situations with respect for the rights of others; ability and willingness to maintain strict confidentiality; ability to analyze situations quickly and objectively; good powers of observation and memory; ability to motivate and accomplish work through student employees; mechanical aptitude sufficient to recognize and to temporarily control mechanical emergencies
 - Ability to make decisions and perform all job functions while in possibly life threatening and/or stressful situations; function within very traumatic situations; make decisions and function while working with incidents involving trauma to the human body and possibly death; communicate and function while directing stressful multiple tasks; assume command and control of multiple organizations in emergency situations; communicate and maintain control when confronted with very demanding and difficult individuals or groups of individuals; ability to overcome fear of harm or death.
 - Provide the St. Cloud State University community with courteous and helpful service, consistent with the limits of available personnel and non-salary resources. Communicate frequently with the customer to determine if their concerns have been addressed and ensure that their responses are shared with your supervisor. Contribute ideas for improvement in the day-to-day activities of your job and work with co-

workers to ensure understandings and a better working environment. Ability to secure the respect and confidence of departmental personnel and the public.

- Background
 - Upon selection as finalist shall pass a background check free from convictions of felony and/or misdemeanors or other trust violations.
- Physical Abilities
 - Physical abilities including: Hearing - normal or corrected to normal; eyesight 20/20 or corrected to 20/20 with normal color vision; on an 8 hour shift, sit for 8 hours and/or stand for 8 hours and/or walk for 8 hours; walk on slippery surfaces; continuously bend/stoop, crouch, kneel, balance, push/pull, occasionally squat, crawl, climb, reach above shoulder level; use both feet for repetitive movements; use hands for grasping and fine manipulating; ability to manually direct traffic; talk and listen using a standard telephone; talk and listen using a two-way radio; ability to speak loudly and clearly; ability to drive an automobile or truck in all types of weather; ability to ride a bicycle; ability to defend against aggressive/combative individuals; ability to identify smoke and common hazardous materials by sense of smell. Strength: Occasionally carry and lift thirty to forty pounds and to lift and carry twenty-five pounds for extended periods of time.
- Stamina: Frequently endures exposure to changes in temperature from zero degrees to thirty- seven degrees Celsius and to occasionally endure temperatures much lower or somewhat higher

***To be eligible to interest bid, an employee must have the same class as this vacancy and must currently have either a different shift, or a different work area, or a different employment condition than described above.**

During the summer months and semester breaks the work schedule may, with appropriate notice, be changed from that shown above.