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**Chatham University**
**Security Officer**

Chatham University has an immediate opening for a Security Officer in the University’s Public Safety department.

The Security Officer will report to the Chief of Police and will provide safety, security, and protective services to Chatham University, by enforcing the policies and procedures of the University.

Designated an "essential employee," who may be required to remain on duty beyond normal shift and/or be available on a 24-hour basis to report for duty without prior notice due to emergencies or manpower shortages.

This role requires flexible shift schedule/hours, including mandated overtime and continuation of regular tour of duty; the ability to pass extensive background investigation, drug and alcohol random testing (as well as reasonable suspicion and post-accident); and complete security training throughout the position.

This position will add to Chatham’s mission “to prepare students to build lives of purpose, value and fulfilling work…by preparing graduates to be informed and engaged citizens in their communities; to recognize and respect diversity of culture, identity, and opinion; and to live sustainably.” Building on this mission, Chatham is committed to creating a supportive and inclusive learning, living and working environment for all members of the campus community. Learn more at: [www.chatham.edu](http://www.chatham.edu) .

**Key Duties and Responsibilities:**

* Provides safety, security, and protection services to the university community by patrolling assigned areas or buildings to enforce university policies and procedures, which may include security of individual building/stationary locations.
* Responds to emergencies by assessing the situation, employing tact, diplomacy, and individual judgement to remedy and/or maintain control.
* Deters and/or restrains individuals attempting to inflict physical harm to others or commits criminal acts.
* Completes necessary administrative forms/reports related to incidents, to include gathering pertinent information from participants and/or witnesses.
* Performing foot patrol on campus grounds in all weather conditions and temperature.
* Provides crowd control and/or traffic control during schedule activities or during emergency situations as necessary.
* Attends internal and/or external training courses, classes, and seminars to further develop skills and knowledge.

**Qualifications:**

* High school graduate or equivalent combination of training and experience required
* Certification in emergency first aid, CPR, and AED (preferred)
* Pennsylvania Driver’s License

Founded in 1869, Chatham University has an enrollment of over 2,200 students across over 60 undergraduate and graduate programs in our areas of excellence: sustainability & health, the arts & sciences and business & communications. Chatham has consistently been named a College of Distinction and a “Best College” by *U.S. News & World Report,* and*—*as the alma mater of environmental icon, Rachel Carson (Class of ’29)—is perennially ranked as one of the greenest colleges in the United States by *Sierra Magazine* and the *Princeton Review*.

Chatham consists of the School of Health Sciences; the Falk School of Sustainability & Environment; the School of Arts, Science and Business; and the School for Continuing & Professional Studies.

Located in Pittsburgh, PA—one of the country’s most livable cities and great college towns—Chatham is spread across three distinct locations: the historic arboretum, Shadyside Campus; Chatham Eastside in the fast-growing East End; and Eden Hall Campus, one of the world’s most sustainable campuses.

**For a complete job description and to apply visit:**[www.chatham.edu/careers](http://www.chatham.edu/careers)
**Follow the instructions to complete the application process.**

To ensure full consideration, please submit a cover letter addressing the qualifications of the position, professional resume, and contact information for three professional references.

Chatham University offers competitive salary, an excellent benefits package, including tuition remission for qualified personnel, and a generous retirement plan.

*Chatham University is an Equal Opportunity Employer with a strong commitment to diversity, inclusion, and equity. Women, veterans, individuals with disabilities, and members of other underrepresented groups are highly encouraged to apply. Chatham University does not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, sexual orientation, age, or national origin*.