

Bethune-Cookman University

Office of Safety and Security

Public Service Officer

Department: Office of Safety and Security

Job Type: Full Time Position

Location: Bethune-Cookman University

Annual Salary: \$20,800

Benefits:

- Competitive salary
- Overtime opportunities available
- Equipment and uniforms provided
- Various in-service training provided
- Medical and dental insurance offered (Cafeteria Plan)
- Vision insurance offered
- Life insurance offered
- Long term disability offered
- 9 Paid holidays per year
- 12 Vacation days per year
- 12 Sick days per year (Cumulative up to 30 days)
- 50% reduction in tuition cost for university employees
- 403b Retirement Plan; The University will match up to 7½ % per year, after six months of employment.

Job Description:

Public Service Officers (PSO) are uniformed civilians who perform a myriad of functions for the department, including, patrolling university parking lots and assisting with traffic control and security at special events. PSOs also provide information and assistance to members of the university and its guests. PSOs take reports on misdemeanor crimes, issue parking citations, assist with securing and opening buildings, and tow vehicles that are in violation of parking regulations. PSOs may be required to work overtime hours. They must successfully complete an in-house training program.

Minimum Qualifications:

- 19 years of age
- Must be a United States Citizen
- Must hold a valid Florida Driver's License
- Must be a high school graduate or equivalent (GED); AS or AA Degree or two years honorable military service. **(Preferred)**

- If in the military, never been discharged with anything other than an Honorable Discharge.
- Successfully complete an extensive background investigation to include drug testing and financial history.
- Prior work history must be satisfactory. Candidates with excessive short term employment will not be considered.
- Must not have been convicted of a felony or a misdemeanor involving perjury or false statements, or have a pattern of conduct that displays disregard to authority of law or poor judgment.
- Must be of good moral character. (FSS 943.13)
- Successfully pass a physical examination by a licensed physician. **(At your own expense)**

Those who meet the requirements and wish to apply may do so by:

1. Picking up an application at the Safety and Security Administrative Office, Charles C. Parlin Building, near State Street, next to the cafeteria.
2. Apply using our secure Online Application
3. Apply by downloading and printing our Application for Employment. Send the completed application to Human Resources, Bethune-Cookman University, 640 Mary McLeod Bethune Blvd., Daytona Beach, FL 32114-3099, Attn: Administrative Manager Faye Manigault
4. Apply in person at the Human Resources office located on the first floor of the historic White Hall on Dr. Mary McLeod Bethune Blvd. between Dr. Martin Luther King Blvd. and Lincoln Blvd.

Review of applications will begin immediately and continue until the position is filled.

Bethune-Cookman University is an equal opportunity/affirmative action employer affiliated with the United Methodist Church and the successful candidate must espouse values consistent with those at a Christian institution.

Send information to:

Ms. Cynthia J. Hawkins
Director, Human Resources Management
640 Dr. Mary McLeod Bethune Blvd.
Daytona Beach, FL 32114
Phone: 386.481.2402
Fax: 386.481.2052
Email: grahamc@cookman.edu