

Cranbrook Public Safety Openings

Security and Safety Officer

The Security and Safety Officer promotes and provides general security and safety for Cranbrook Educational Community. This position will continually patrol Cranbrook Campus by both vehicle and foot while responding to calls for assistance, performing shift specific unlocks and lockups, traffic control, reporting safety and security concerns or hazards, and responding to all campus emergencies. Security Officers deter criminal acts against property, vehicles, residents, students, faculty, staff and visitors of Cranbrook Educational Community.

Requirements: High school diploma or GED required. A minimum of 1 years' experience preferred in security, safety, loss prevention or similar work background. CPR, First Aid, AED, and Bloodborne Pathogens Training required or obtained within 30 days of hiring. Knowledge of the Incident Command System (ICS), IP based cameras, access control, fire systems and two-way radios preferred. General computer skills including Microsoft Word and Excel preferred. A valid Michigan driver's license with satisfactory driving record is required.

Shift(s): 1 full-time opening on first shift 7:15am – 3:30pm
1 school-session (August – June) full-time opening on first shift (7:30am-4:00pm)

Security and Safety Dispatcher

The Security and Safety Dispatcher is responsible for documenting the entire shifts' activities from start to finish, assisting callers over the phone, and monitoring all security and fire systems including but not limited to; IP Cameras, Access Control, Mass Notification, SIMENS Fire Panels, and Two-way radios. Dispatchers are responsible for dispatching campus security to emergency and non-emergency calls, coordinating local first responders to emergency situations, and informing department leadership of ongoing campus incidents. This position will work closely with shift supervision to ensure shift assignments, calls, and emergencies are handled in a timely and appropriate manner.

Requirements: High school diploma or GED required (Associate Degree preferred). A minimum of 1 years' experience preferred in dispatch, telecommunications, or a campus security setting. CPR, First Aid, AED and Bloodborne Pathogens Training required or obtained within 30 days of hiring. Knowledge of IP based cameras, access control, fire systems and two-way radios required. General computer skills including Microsoft Word and Excel required. In-depth knowledge of campus layout, buildings, and roadways. A valid Michigan driver's license with satisfactory driving record is required.

Shift(s): 1 part-time opening on (2nd Shift) working 32 hours per week (2:45pm-11:00pm)

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014, or email humanresources@cranbrook.edu.