



## Security and Safety Officer

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

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.

**Two (2) Full-Time positions are currently available (40 hour per week).** The first position is M-F with hours of 7:15am – 3:30pm during the school year, with an alternate schedule during the summer months. The second position is M-F with hours of 2:45pm – 11pm 3 days per week and 10:45pm - 7:00am, 2 days per week.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

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. Applications and HR email address for submissions can be found on the Employment page of our website at [www.cranbrook.edu/employment](http://www.cranbrook.edu/employment) **(Please note that a fully completed employment application is required for consideration)**