

PUBLIC SAFETY OFFICER:

Prerequisite Qualifications:

High school diploma or equivalent required. Must have the ability to deal tactfully with all members of the University and local community. Some radio communication knowledge required. Minimum of 2 years security experience and prior security officer training required.

At the university's discretion, the education and experience prerequisites may be excepted where the candidate can demonstrate to the satisfaction of the university, an equivalent combination of education and experience specifically preparing the candidate for success in the position.



NJIT PUBLIC SAFETY IS AN EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY:

Police Officer and Public Safety Officer Recruit Applications will be processed during the open application period, traditionally several weeks prior to the date scheduled for the examination or panel. You will be notified the location, date and time of the examination or panel.

Apply on-line, from a computer at www.njit.jobs

Please note- Only an on-line application will be accepted, paper applications will not be accepted.

NJIT is an Equal Opportunity / Affirmative Action Employer and encourages women, minorities, persons with disabilities and Vietnam era and disabled veterans to apply.

If special accommodations are needed in applying for a position, please visit the Department of Human Resources located in Fenster Hall, Room 500, University Heights, Newark, NJ 07102 or call (973) 596-3140. If you have questions, please email the Human Resources Department at hr@njit.edu.

154 Summit Street
Newark, NJ 07103

Phone: (973) 596 - 3111
Fax: (973) 642 - 4588
E-mail: njitpublicsafety@njit.edu
Employment opportunities online:
Apply Online: www.njit.jobs

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Department of Public Safety



Proudly Serving the NJIT Community.

**Explore a CAREER as a
NJIT Police Officer
or
Public Safety Officer.**

Assistance & Info (973) 596 - 3111

Emergency: 9-1-1

www.njit.edu/publicsafety

About the Department

The Department of Public Safety, conveniently located at 154 Summit St. on the first level of the Parking Deck, provides police protection 24 hours a day, seven days a week. The 70 member department includes a Chief of Police, Lieutenants, Sergeants, Police Officers, Public Safety Officers and an administrative support staff.



Emergency blue light call box. Police dispatch is monitored 24

Patrolling the campus and surrounding area on foot, bicycles, and patrol vehicles, officers create a safe environment for the university community and their invited guests. The University Police maintain a close working relationship with the Newark Police Department and other college police departments in the area.

*IT TAKES A SPECIAL KIND OF PERSON TO MEET
THE CHALLENGES OF DOING A TOUGH JOB WELL.*

Job Description

POLICE OFFICER - responsible for providing foot & vehicle patrols of New Jersey Institute of Technology's (NJIT) campus & surrounding areas; make written & verbal reports of any dangerous conditions, accidents, fires & other circumstances requiring police or other action; respond to & investigate calls for service; enforce the NJ Code of Criminal Justice; comply with department policies & procedures. H.S. graduate or equiv. req'd. NJ Police Training Commission Certification desirable, but not req'd. Must have valid driver's license. The University reserves the right to substitute equiv. education and/or experience at its discretion.

Selection of Sworn Personnel
Hiring of entry level Police Officers is based upon three components: after online application and resume submission;

1. Online Application and Completion of Realistic Job Preview Matrix
2. Written Examination
3. Preliminary Interview
4. Oral Examination

**All testing & grading is administered by
NJSACOP**

PUBLIC SAFETY OFFICER:

1. Safety and Security Coordination - The incumbent is responsible for ensuring the safety and security to persons and property in and about NJIT premises, which includes, by way of illustration only:
 - Coordinates all incoming calls for service received from University personnel and the public at the Central Communications Center.
 - Renders assistance and guidance to personnel reporting to the Central Communication Center in person.
 - Dispatches Security and Police Officers on assignment in accordance with department standard procedures and policy.
 - Contacts other law enforcement agencies for assistance and resources as requested and in accordance with department standard procedures and policy.
 - Makes emergency notifications to University personnel upon direction.
 - Maintains the security of equipment, keys, and reports on his/her duty shift.
 - Maintains activity log reports and sign-in ledgers during duty shift.
 - Monitors CCTV and alarm systems during duty shift.