POSITION ANNOUNCEMENT

SAFETY AND SECURITY OFFICER
FULL-TIME

The Kansas City Art Institute (KCAI) strives to provide a safe and secure environment for students, faculty, staff and visitors. Our Safety and Security Department plays an important role in the safety of the campus and community.

We are currently seeking applicants to fill two full-time unarmed Safety and Security Officers. This Officer positions are tasked with providing basic personal, property and equipment security for all assets, including faculty, staff, students or visitors, on or around the campus of the Kansas City Art Institute. These duties are accomplished by routine security and public safety patrol duties, escort services and other assistance as requested or needed. The position is complimented by an excellent benefits package, a generous holiday schedule, and 3 weeks of vacation a year.

Qualified applicants must have: the ability to express oneself and confidently communicate well both orally and in writing to all members of the campus community (faculty, students and staff); a basic knowledge of criminal law and traffic violations; skill in basic interviewing techniques; skill in use of police equipment; honesty and integrity; tolerance; leadership; good judgment; ability to maintain strong organizational and interpersonal skills; must be pleasant, courteous and maintain a professional attitude and presence; ability to resolve conflicts; ability to work when required. KCAI Officers must be able to complete and pass all in-house Security Officer’s training.

HS or GED required. Security and/or guard experience preferred. Position will remain open until filled.

Email Resume, References and Shift Preference (Days, Evenings, or Nights) to: jobs+ftsec2016@kcai.edu.

Complete submissions will be acknowledged by return e-mail within one week of submission.

Questions may be directed to: Human Resources: hr@kcai.edu or by calling 816-802-3433

Kansas City Art Institute is an Equal Opportunity Employer