



Campus Safety Investigator

Job Purpose: The Campus Safety Investigator (CSI) investigates crimes and other incidents that impact the overall safety and security of the campus community. The Investigator will interview victims, witnesses, and suspects to obtain all relevant facts in order to assist in either the University judicial process or criminal prosecution of suspects and violators. The Investigator will periodically instruct other members of the University Campus Safety Office on new law enforcement and investigative techniques as well as any ongoing trends impacting the campus community. The Investigator will maintain a strong positive relationship with area victim service groups. The Investigator will periodically meet with student organizations, student groups, faculty and staff to discuss personal safety concerns and will develop positive, cooperative relationships between Campus Safety and the campus community as a whole.

Required Education: Bachelor degree in Criminal Justice, Criminology, Emergency Management, Computer Science or related field from an accredited college or university.

Required Experience: Five years of full-time law enforcement experience. Previous experience with investigations into Sexual Assault, Domestic and Dating Violence, or Stalking is highly preferred.

Knowledge, Skills, and Abilities:

- Knowledge of the New York State Penal and Criminal Procedure Laws.
- Possess a New York State Division of Criminal Justice Security Guard License or ability to obtain one upon hiring. Must be able to be recertified as required and maintain valid certification at all times during term of employment.
- Strong leadership, interpersonal, and oral and written communication skills. The successful candidate will possess a high degree of reliability, ability to maintain high degree of confidentiality, and ability to work independently. Successful candidate will also possess the ability to relate well to students, faculty and a diverse community.
- Must possess a valid New York State driver license and a good driving history.

Essential Functions:

- Investigate reported crimes and incidents using the full range of investigative techniques to include; leveraging available surveillance technology, university owned technology programs as well as more traditional investigative techniques such as conducting in depth interviews, in an effort to determine responsibility and ensure a safe campus community.
- Liaison with other federal, state and local law enforcement officials and district attorney to convey and obtain any relevant information that impacts the campus community.
- Prepare clear, concise and timely paperwork, ensure proper interrogation and investigative techniques are being utilized and must maintain the proper chain of custody of all evidence.

- Possess above average knowledge of Title IX processes and policies. Assist with Title IX investigations or provide support to the Title IX Coordinator when assigned.
- In the Associate Dean's and Assistant Director's absence, acts as the primary Campus Safety contact. Ensures the Associate Dean is informed of any significant concerns.
- Provides technical support and expertise to University Emergency Management Team (EMT) on development and review of plans, policies, and procedures at a University wide level, as well as working with various departments at a department specific level.
- Becomes proficient with the operation of the Campus Safety technology systems, including but not limited to; electronic access control, security cameras, alarm systems, dispatch and incident reporting systems, parking management system, radio communication equipment, key control system, emergency and fire notification systems.
- Develops and manages training of department staff, including new staff training programs as well as annual in-service training programs and other training opportunities for all department staff.
- Develop and demonstrate a multicultural awareness and contribute to cultivating an inclusive, diverse and respectful University community. Demonstrate civil and inclusive behavior when interacting with staff, faculty, students and visitors to the University. Promote a flexible, collaborative and inclusive work and living environment and engage in educational opportunities to increase awareness and understanding of diversity and inclusion
- Additional related duties as assigned.

Supplemental Functions:

- Screens and interviews candidates and conducts background investigations as assigned.
- Will be subject to after-hours response to incidents including weekends and holidays and when the University is not in session.

Working Conditions:

Standard office environment when applicable. May encounter exposure to inclement weather for substantial duration. Regular exposure to video display screens. Routine exposure to hazards associated with regular patrol of campus grounds. May be subject to physical exertion consistent with security guard duties.

Please send letter of application, resume and contact information for three references to hr@sbu.edu

St. Bonaventure University is an Affirmative Action/Equal Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, color, religion, sex, national origin, age, veteran status, disability, marital status, sexual orientation, or gender identity/expression. This principle is applicable to every member of the St. Bonaventure community, both students and employed personnel at every level, and to all facilities and services.

In light of its commitment to create and maintain a safe learning and working environment, employment with St. Bonaventure University requires successful completion of a background screening.