



NOTICE OF VACANCY

Position Title	Campus Safety Director
Salary	Commensurate with experience; \$50,000–\$65,000
Reports To	Dean of Students
Benefits	USAO offers a comprehensive benefits package including retirement, health, dental, vision and life insurance.
Position Type	Full-time FLSA Exempt
Hours	Monday–Friday, 8:00 AM–5:00 PM; on-call availability required
Supervisory Duties	Yes — directly supervises campus safety officers and support personnel
Open Until	Filled

Position Summary

The University of Science and Arts of Oklahoma invites applications for the position of Campus Safety Director. This position is responsible for planning, directing, and overseeing all campus safety and security operations to ensure a safe and secure environment for students, faculty, staff, and visitors. The Campus Safety Director develops and implements safety policies and procedures, coordinates emergency preparedness efforts, and serves as the university’s primary liaison with local law enforcement agencies. This position reports directly to the Dean of Students and plays a critical role in fostering a campus culture of safety, awareness, and community trust.

Essential Duties & Responsibilities

The following duties are representative of the essential functions of this position. This list is not exhaustive, and other duties may be assigned as needed.

- Plan, direct, and evaluate all campus safety and security operations, including patrol activities, access control, and incident response.
- Develop, implement, and maintain campus safety policies, procedures, and programs in compliance with applicable federal, state, and local laws and regulations.
- Coordinate and oversee emergency preparedness planning, including the development and maintenance of the university’s emergency response plan.
- Serve as the primary point of contact for campus emergencies and coordinate response efforts with local law enforcement, fire, and emergency medical services.

- Investigate safety incidents, accidents, and security violations; prepare detailed reports and recommend corrective actions.
- Ensure institutional compliance with the Clery Act, Title IX safety-related requirements, and other applicable regulations; prepare and submit required reports.
- Supervise, train, and evaluate campus safety personnel; foster a professional, service-oriented department culture.
- Develop and deliver safety awareness and crime prevention programs for the campus community.
- Manage the campus safety budget, including procurement of equipment and technology.
- Maintain accurate records of all safety-related incidents, reports, and compliance documentation.
- Collaborate with campus departments on safety-related matters, including residential life, student affairs, and facilities management.
- Perform additional duties as assigned.

Required Qualifications

- Bachelor's degree in criminal justice, public safety, emergency management, or a related field from an accredited institution.
- Minimum of three (3) years of progressively responsible experience in law enforcement, campus safety, or a closely related field.
- Valid Oklahoma driver's license (or ability to obtain one upon hire).
- Knowledge of applicable federal and state laws and regulations, including the Clery Act, FERPA, and Title IX.
- Strong leadership, organizational, and interpersonal communication skills.
- Ability to respond to emergencies at any hour and maintain on-call availability.
- Demonstrated ability to work effectively with a diverse campus population.

Preferred Qualifications

- Master's degree in a related field.
- Experience in campus safety or security within a higher education environment.
- Experience with emergency management planning and incident command systems (ICS/NIMS).
- Prior supervisory or management experience.
- CPR/First Aid/AED certification (or ability to obtain upon hire).
- Familiarity with crime prevention through environmental design (CPTED) principles.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

About USAO

The University of Science and Arts of Oklahoma (USAO) is Oklahoma's only public liberal arts university, located in Chickasha, Oklahoma, approximately 40 miles southwest of Oklahoma City. A proud member of the Council of Public Liberal Arts Colleges (COPLAC), USAO is charged by the Oklahoma State Regents for Higher Education to provide an outstanding general education program with strong offerings in the liberal arts and sciences. For more information, visit www.usao.edu.

To Apply

Complete the USAO application at <https://usao.edu/about/personnel.html>

When completing the USAO application, please attach:

- A letter of interest
- A detailed resume
- Three (3) professional or academic references
- Any necessary transcripts

If you have any questions, please email careers@usao.edu or visit the Office of Human Resources in person:

University of Science & Arts of Oklahoma | Troutt Hall, Room 306 | 1727 W. Alabama Ave., Chickasha, OK 73018

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided with resources for reporting.
