

**AMERICAN FILM INSTITUTE
JOB DESCRIPTION**

POSITION: Campus Security Officer (Full-Time and Part-Time)
DEPARTMENT: Office Services
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Campus Security Officers are responsible for providing a safe and secure environment for the AFI campus, located on the border of Los Feliz and Hollywood.

The Security team is the first line of response to any unsafe situation that may arise by providing direct protection, conflict management and related public service.

All Full-Time Security Officer will work a minimum five (5) shifts per week (37.5 hours) and all Part-Time Security Officer will work a minimum two (2) shifts up to five (5) shifts per week (15-37.5 hours), depending on the need. Security operates 24 hours/day, 365 days a year.

APPLICANTS MUST HAVE:

- Experience and/or training in Security Operations.
- Must possess a current Security Guard certification issued by the State of California or other licensing agency.
- Must possess, or obtain within 90 days of hire, a current pepper spray permit and CPR and First Aid Certification.
- Skilled in observation techniques.
- Excellent customer service skills.
- Basic knowledge of computers.
- Ability to stand/work for extended periods of time.
- Ability to run and/or climb stairs to respond quickly to emergency situations.
- Ability to work withstand prolonged exposure to inclement weather.