It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

**Major Objectives:**
- A safe environment for students, employees and visitors of the College is maintained
- Crime is prevented and any incident of theft, vandalism, fire or fire hazard is appropriately processed
- Campus incidents are investigated thoroughly
- Staff training is maintained

**Essential Duties and Responsibilities:**
- Investigates all incidents/complaints made by faculty, staff or students for the department and judicial affairs
- Follows up with campus incidents in a timely manner
- Oversees crime prevention and training and provides support to assigned staff
- Regularly collaborates with student affairs staff
- Supports crime prevention and training officers in their duties

**Secondary Responsibilities:**
- Participates in weekend judicial follow ups
- Attends student association meetings, serving as a department liaison
- Collaborates with police in the investigation of campus crimes
- Is on call for major campus events and covers shifts or assists with special events as needed

**Positions Supervised:**
- None

**Major Contacts:**
- Students
- Faculty/staff
- Visitors (also includes dignitaries)
- Parents
- Law enforcement representatives and contractors

**Demonstrates Excellence:**
- Displays a thorough understanding of all College policies and procedures including incident reporting system, PowerPark, daily logs, emergency guidelines for fire/bomb threats, hazardous material spills, student handbook/code of conduct and Vermont state laws
- Uses basic HVAC, electrical and carpentry skills confidently, in appropriate situations
- Achieves skills/needed level of knowledge for this position through continued annual classes and hands on training
- Remains calm under stress and in emergency situations
- Interacts tactfully and efficiently with a wide range of individuals in a broad range of circumstances

**Education and Work Experience:**
- High school diploma or equivalent
- Security/law enforcement background helpful
Saint Michael’s College
Job Description
Job Title: Investigator/ Liaison Officer

**Analytic Skills:**
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills:**
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

**Computer/Technology Skills:**

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Other:
- IRIMS- working knowledge
- PowerPark- working knowledge
- Access (Daily Log)- working knowledge

**Licenses, Certifications and Other Requirements:**
- CPR-AED
- OC Spray
- First Aid
- Control/Restraint

**Physical Demands:**
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Investigator/ Liaison Officer, the employee is regularly required to lift and/or move 26-50 pounds.

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 a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Availability to work at a 24-hour operating establishment, requiring nights, weekends and holiday shifts
The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.