



## **WHITE EARTH TRIBAL & COMMUNITY COLLEGE**

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### **Security and Safety Coordinator**

#### **About This Role**

Help make WETCC a safe, welcoming place to work. The Security and Safety Coordinator serves as a visible, on-campus presence and helps lead the College's safety and emergency preparedness efforts. You will patrol campus, respond to safety and security concerns, help manage emergencies, and use calm, respectful communication and de-escalation skills when situations become difficult. You will also play an important role behind the scenes by helping coordinate emergency security and safety procedures. You will work closely with students, staff, tribal authorities, emergency responders and other community partners to

#### **In This Role, You Will:**

- Conduct regular foot and/or vehicle patrols of campus buildings, grounds, and parking areas.
- Monitor entrances, exits, and common areas for suspicious activity, safety hazards, and policy violations.
- Responds to calls for service, alarms, disturbances, and safety concerns.
- Assess situations and use verbal de-escalation and conflict-resolution techniques to help calm and manage difficult situations.
- Apply trauma-informed and culturally responsive approaches when responding to situations involving potential conflict, violence or harm.
- Assist with emergency operation plans, safety procedures, and College policies.
- Coordinate and participate in emergency drills and trainings exercise with students, staff, and faculty.
- Help provide or coordinate basic safety and security training.

- Monitor emergency equipment and supplies and help ensure they are maintained and ready for use.
- Manage key and access card systems and maintain appropriate logs.
- Help the College meet applicable federal, state and local safety requirements.
- Maintain accurate incident reports, training records, inspection checklists, and other required documentation.
- Assist with compiling information for internal and required external safety reports.
- Build positive working relationships with students, employees, tribal authorities, law enforcement, and emergency response agencies.
- Chair the campus safety committee and participate in safety and emergency preparedness workgroups.
- Promote a respectful, welcoming, and culturally sensitive campus environment consistent with WETCC's mission and values.

### **What You'll Bring:**

We are looking for someone who can stay calm when situations are unpredictable, communicate effectively with a wide range of people, and use good judgement when safety is on the line. You will need to be comfortable balancing visible, hands-on campus safety responsibilities with documentation, training, planning, and coordination that keep a strong safety program running.

### **Required Qualifications:**

- High School Diploma or GED/equivalent.
- Training or certification in one or more of the following areas or ability to obtain within 60 days of hire.
  - First Aid/CPR/AED
  - Basic Security officer training or related law-enforcement training
  - Conflict resolution or mediation
- Prior experience in security, safety, law enforcement, emergency response, or a related area.
- Experience leading or participating in safety, security, or similar committees, or demonstrated ability to coordinate meetings and follow through on related tasks.
- Ability to remain calm and exercise sound judgment during emergencies.
- Strong interpersonal and communication skills and the ability to interact effectively with a diverse population.
- Ability to prepare clear, concise, and accurate reports.
- Basic computer skills, including email and incident reporting systems.

- Ability to walk, stand, sit, climb, and conduct patrols for extended periods.
- Ability to lift or move up to 50 pounds.
- Ability to work evenings, weekends, and/or variable shifts as needed.

**Bonus Qualifications:**

- Associate's degree or higher in criminal justice, public safety, emergency management, or a related field.
- Basic security officer training or related law-enforcement training.
- Training or experience in conflict resolution or mediation.
- Experience working with emergency preparedness, safety planning, or campus safety programs.

**What makes You a Great Fit?**

You are someone people can count on when things don't go according to plan. You know how to stay composed, communicate without escalating a situation, and treat people with dignity, even when you're responding to something difficult. You also understand that campus safety is about more than responding to emergencies; it's about building relationships, being present, preparing ahead, and helping create an environment where everyone feels respected and welcome.

You may be a great fit for this role if you:

- Stay calm, observant, and level-headed in challenging situations.
- Know how to communicate firmly while still treating people with respect.
- Enjoy being visible and approachable presence on campus.
- Understanding the importance of de-escalation, conflict resolution, and trauma-informed approaches.
- Are organized and comfortable keeping accurate records and following through on details.
- Work well with students, employees, community partners, and emergency response professionals.
- Are willing to learn about and work respectfully within an environment grounded in Anishinaabe culture, values, traditions, and ways of knowing.

**Salary:** \$28.00/hour

**Position Type:** Full-time, Non-Exempt

**Hours of Work:** Monday – Friday; 8:00am – 4:30pm. Some evenings and weekends may be required.

**Location:** White Earth Tribal and Community College, Mahanomen, Minnesota

### **Why Join WETCC?**

At White Earth Tribal and Community College, you'll find more than a career; you'll find a community committed to education, culture, and service.

We believe that professional and cultural growth go hand in hand. Whether you're familiar with Anishinaabe culture or beginning your learning journey, WETCC offers opportunities to deepen your cultural understanding through campus events, ceremonies, feasts, and community engagement. We value lifelong learning and encourage employees to grow both professionally and personally while contributing to a supportive and collaborative workplace.

As a member of our team, you'll also enjoy:

- A comprehensive benefits package, including medical, dental, and vision insurance
- Employer paid life and disability insurance
- Health Savings Account (HSA) with employer contributions
- Traditional and Roth 401(k) with up to a 5% employer match
- Generous paid time off, including annual and sick leave
- Professional development and continuing education opportunities
- A collaborative, mission-driven workplace that values respect, inclusion, and service
- Nineteen (19) paid holiday's off.

### **Who We Are**

White Earth Tribal and Community College is a tribally controlled college dedicated to providing accessible, high-quality education while honoring Anishinaabe culture, language, and traditions. Since 1998, WETCC has served the White Earth Reservation and surrounding communities by empowering students through higher education, workforce development, and lifelong learning opportunities.

Our mission and vision are rooted in community, culture preservation, and student success. We believe education transforms lives, strengthens families, and builds stronger communities.

For more information, please visit our website: [www.wetcc.edu](http://www.wetcc.edu)

### **Equal Employment Opportunity Employer**

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.