

AMERICAN FILM INSTITUTE  
JOB DESCRIPTION

---

**POSITION:** Campus Information Security Officer  
**DEPARTMENT:** Office Services  
**LOCATION:** Los Angeles Campus

---

**PRINCIPAL RESPONSIBILITIES:**

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.

As a member of the Security team, the Campus Information Security Officer is responsible for providing a safe and secure environment for staff, faculty, Fellows and visitors to the Campus by monitoring the campus closed circuit television (CCTV) system and reporting any unusual conditions. In addition, the Campus Information Security Officer is also responsible for the overall efficiency of information being disseminated from the Campus Information Center, which includes answering all incoming calls and assisting Campus visitors and guests.

**PRINCIPAL DUTIES:**

- Monitor the campus CCTV system in order to provide a deterrence to crime and prohibited or suspicious activities on campus.
- Observe the Warner Building lobby area, including Wrathers A and B, to identify and intercept suspicious or unauthorized individuals, intervening (with force if necessary) to diffuse potentially threatening situations.
- Manage any conflict as efficiently and safely as possible. Certain crisis situations may require decisive action under extreme pressure.
- Prevent unauthorized removal of AFI equipment or materials.
- Report all incidents/accidents, theft and other security concerns and assist in collecting supporting security footage.
- Serve as a member of the Emergency Response Team.
- Assist in the execution of practice and actual emergency drills.
- Assist in communicating information to other Emergency Response Team members during emergency situations.
- Maintain radio communication with other Security personnel as needed.
- Monitor alarm systems and respond appropriately to alarm events, including communicating with TYCO, ADT, fire and/or law enforcement.
- Submit Daily Activity Report (DAR) by end of shift.
- Handle incoming phone calls on the main campus information line and respond to all calls and information requests with a courteous and professional manner.

- Receive and track all package deliveries made to campus.
- Oversee Wrathers A & B, conference rooms and lobby to ensure the spaces are maintained according to office standards.
- Ensure furniture and/or classroom materials taken from other rooms are returned to their original location.
- Relay any potential building hazards such as exterior lighting outages, property damage, obscured camera angles, etc. to Plant Operations.
- Oversee the Lost & Found inventory control process.
- Perform other duties and responsibilities as assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- High School Diploma required; some college preferred.
- Minimum two years experience in Security Operations required; CCTV monitoring experience required.
- Prior experience handling a multi-line phone system preferred.
- Must possess a current Security Guard certification issued by the State of California or other licensing agency.
- Must possess a current pepper spray permit as well as CPR and First Aid Certification (or obtain them within 45 days of hire).
- Highly skilled in observation and reporting techniques.
- Training in the exercise of the powers to arrest desired.
- Ability to maintain professional composure when handling varied high-pressure situations including hostile persons.
- Ability to act effectively without immediate supervision in making judgments regarding policy and procedures.
- Highly developed customer service skills with the ability to establish and maintain rapport with internal and external contacts.
- Detailed oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Strong oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently and with minimal supervision. Strong diplomacy skills and professionalism are mandatory.
- Computer skills with experience using in Microsoft Word, Excel and Google Calendars.
- Ability to run and/or climb stairs to respond quickly to emergency situations.
- Exposure to inclement weather; required to work in/or under conditions that require the use of protective gear with an awareness of personal safety and safety of others.

**SUPERVISION:**

The Campus Information Security Officer will perform all duties and responsibilities under the guidance and supervision of the Director, Campus Operations.