

**AMERICAN FILM INSTITUTE  
JOB DESCRIPTION**

---

**POSITION:** Campus Security Officer, Graveyard  
**DEPARTMENT:** Campus Operations  
**LOCATION:** Los Angeles Campus

---

**PRINCIPAL RESPONSIBILITIES:**

The Campus Security Officer (Graveyard) is responsible for providing a safe and secure environment for staff, faculty, Fellows and visitors to the AFI campus during the Graveyard (11:30 p.m. – 8:00 a.m.) shift.

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.

**PRINCIPAL DUTIES:**

- Provide a visible deterrence to crime, prohibited activities or suspicious activities on campus, driveway and shared walkway.
- Provide ongoing inspections of the campus, reporting unusual activities or incidents and intervening (with force if necessary) to remove or detain potentially threatening elements.
- Observe campus and perimeter activities to identify and intercept suspicious or unauthorized individuals, vehicles and/or materials.
- Manage any arising conflict as efficiently and safely as possible. Certain crisis situations may require decisive action under extreme pressure.
- Perform hourly foot patrol of assigned location checking for unsafe conditions, hazards, unlocked doors, blocked entrance/exits and/or mechanical issues.
- Perform unlocking/locking procedures relevant to assigned post during the final hour of patrol.
- Inspect buildings, grounds and perimeters to identify and report any exterior lighting outages or other potential hazards.
- Communicate with Switchboard and Human Resources to ensure smooth daily operations of campus.
- Open and secure rooms and facilities as scheduled. Sweep each unoccupied room to assess items of value. Any personal items left behind must be documented unless found in a common area. In which case, the item should be logged in and placed in the Lost and Found.
- Enforce AFI's parking policy as outlined in the Security Manual including issuing parking citations for policy violations.
- Monitor traffic flow and provide parking assistance during special events or other campus

- activities (e.g., registration).
- Prevent unauthorized removal of AFI's equipment or materials.
  - Respond to emergency and routine incidents; move quickly to location and effectively diffuse dangerous situations. Be prepared to directly confront hostile persons to protect lives and property.
  - Investigate and report all incidents/accidents, theft and other security concerns. Incident reports must be submitted to Human Resources upon completion and no more than 24 hours after the incident
  - Serve as a member of the Emergency Response Team.
  - Assist in execution of practice and actual evacuation drills.
  - Assist in communicating information to the Emergency Response Team members during an evacuation and/or other emergency situation.
  - Maintain radio communication with security personnel.
  - Check and secure all areas during shift and upon campus closing.
  - Monitor Security cell phone and respond to all calls.
  - Coordinate any after business hours deliveries of production trucks, vehicles and/or equipment, including pick up of the same.
  - Monitor alarm systems and respond appropriately to sounding alarms including communicating with Tyco ADT, fire and/or law enforcement.
  - Submit Daily Activity Report (DAR) by end of shift. Report to include all tasks performed and relevant campus activities observed during shift (i.e., parking violations, trespassers, lost and found, etc.).
  - Perform other duties and responsibilities as assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- High School Diploma required.
- Minimum two (2) years experience in Security Operations.
- Must possess a current Security Guard certification issued by the State of California or other licensing agency.
- Must possess a current pepper spray permit (or obtain one within 45 days of hire)
- CPR and First Aid Certification preferred.
- 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.
- Skilled in observation techniques.
- Customer service skills with the ability to establish and maintain rapport with internal and external contacts.
- 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.
- Ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Possess a positive and professional attitude with the ability to work as a member of a high energy, results oriented team.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Computer skills with general knowledge in Microsoft Word, Excel and Mac Mail.
- Ability to work standing up for extended periods of time.
- Ability to run and/or climb stairs to respond quickly to emergency situations.
- Ability to work with sustained 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.

Salary: \$19.23 per hour