

Job Title	Security Officer
Department	Administrative Services
Reports To	Chief of Police

EMPLOYMENT TERMS:

Part Time- Hourly 19 hours/week. Hours may vary and could include weekends.

QUALIFICATIONS:

Education	High School Diploma or equivalent is required.
Experience	Security or access control experience is desired.
Desirable Skills	Must be willing to work a flexible schedule, including weekends and evenings. Must have effective communication skills.

PRIMARY DUTIES:

The Security Officer is responsible for helping to ensure the safety of campus personnel, students, visitors, as well as the security of campus buildings, facilities, equipment and property. Duty assignment area is primarily the Augusta campus, but could be any campus.

Other duties include:

- Patrol assigned areas on campus either on foot, in a vehicle, or golf cart and monitor campus buildings for unauthorized personnel during opening and after closing hours
- Locks and unlocks buildings and/or labs as assigned
- Assists with the enforcement of college parking regulations
- Issues parking tickets or warnings to violators
- Completes activity reports and maintains files and reports
- Monitors surveillance cameras
- Assists in the orientation of new students
- Assists in maintaining parking permit database
- Inspects fire extinguishers
- Assists with fire and tornado drills
- Assists campus police, emergency personnel, and/or college personnel in responding to emergencies and disruptive situations
- Knowledge of college policies, procedures and regulations relating to campus safety and security including emergency response plans
- Knowledge of and skill in the operation and maintenance of security systems, fire alarm panels and panic alarm systems
- Ability to differentiate between colors
- Ability to exercise sound judgment and discretion
- Ability to follow written and oral instructions and directives
- Ability to quickly observe situations and make an appropriate response
- Ability to learn methods to de-escalate and respond to situations involving staff, students and visitors
- Ability to walk or stand for long periods of time
- Performs other duties as assigned

APPLICATION DEADLINE: Until filled

Applications are submitted **on-line only** at www.augustatech.edu.

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required,

CONTACT

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Hourly

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