



## **Position Announcement August 2025**

<b>Position:</b>	Campus Security Officer
<b>Employment Status:</b>	Fulltime
<b>Application Deadline:</b>	Open Until Filled
<b>Work Location:</b>	Putnam County Center
<b>Work Schedule:</b>	40 hours per week, 12 calendar months per year

*A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time after August 18, 2025 based on candidate(s) selection.*

### **Position Summary:**

This position is responsible for helping to ensure the safety of campus personnel, students and visitors as well as the security of campus buildings, facilities, equipment and property with a focus on a friendly customer service attitude. Responsibilities include, but are not limited to, providing patrols, ensuring safety, managing traffic flow and enforcing parking regulations, investigating traffic incidents, vandalism, theft and violence and performing administrative and clerical duties to include greeting visitors and answering the Center telephone. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may require travel to the college's service area and other travel as needed.

### **Major Responsibilities may include, but are not limited to the following:**

- Patrols assigned areas on campus either on foot or in a vehicle or golf cart and monitors campus buildings for unauthorized personnel during and after closing hours
- Assists with traffic flow and the enforcement of college parking regulations
- Issues parking tickets or warnings to violators
- Completes all activity reports and maintains files and reports
- Monitors surveillance cameras
- Assists in the orientation of new students
- Maintains parking permit and student, faculty and staff database
- Maintains inventory of emergency medical and first aid supplies and equipment
- Inspects fire extinguishers
- Responds to emergency medical situations and administers first aid within the scope of his/her training
- Responds to intrusion and fire alarms
- Assists campus police, emergency personnel, and/or college personnel in responding to emergencies and disruptive situations
- Completes all assigned trainings in a timely manner

- Other responsibilities as assigned

### **Competencies:**

- Knowledge in 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
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and dealing with the public
- Ability to work weekends, holiday and day, evening and morning shifts
- Ability to differentiate between colors
- Ability to exercise good judgement 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 remain on feet for long periods of time
- Ability to work in an indoor and outdoor setting in various seasonal weather conditions

### **Physical Requirements:**

This position requires prolonged standing and walking, job duties are performed in an indoor setting as well as outdoor.

### **Scheduled Work Hours / Location:**

Seeking to fill a position for the Putnam County Center or surrounding service area with the following projected hours. Position require a flexible schedule to include day/evening or weekend hours with travel to additional locations and other travel as needed. Projected work hours are projected as Monday to Thursday, 7:45 a.m. to 4:45 p.m. and Friday, 7:45 a.m. to 3:30 p.m.

### **Minimum Qualifications:**

- Earned High School Diploma or equivalent

**Preferred Qualifications, in addition to minimum qualifications:** *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented prior working experience in a safety monitoring environment or law enforcement or military experience.
- Documented experience working in a post-secondary educational setting.

### **Salary / Benefits:**

**The selected candidate can expect to receive a contingent offer with a gross annual salary of \$33,280.00 (HSD or Equivalent) to \$35,604.00 (Associate Degree); actual salary will be determined by the candidate's highest degree level based on meeting minimum or preferred qualifications.** This is a fulltime position scheduled to work all 12 months a year and at 40 hours per week. Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

**Campus Security Authority Designation:**

Under the Jeanne Clery Act, this position is designated as a Campus Security Authority (CSA). A CSA is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), is designated to receive and report criminal incidents to the CGTC Chief of Campus Police so that the information may be included and published in the college's Annual Security Report.

**Application Procedure:**

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. CGTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to [cdominy@centralgatech.edu](mailto:cdominy@centralgatech.edu).

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records

Motor Vehicle Records

Employment References

Pre-Employment Drug Test

Fingerprint Records

Credit History Records

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.