



## Position Announcement February 2019

**Position:** Campus Security Officer

**Employment Status:** Part-time

**Application Deadline:** February 27, 2019

### **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

### **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

**Scheduled Work Hours / Location:**

This position is limited to a maximum of 29 hours per week as needed. The College is seeking to fill a part-time position for the Warner Robins campus for the projected work schedule, actual work schedule may vary depending on the needs of the site.

Alternate Weekends (Saturday & Sunday): 7:45 a.m. to 4:45 p.m.

**Physical Requirements:**

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

**Minimum Qualifications:**

- High School Diploma or equivalent
- Position operates a state vehicle and requires a valid drivers' license in good standing.
  - **Note: candidates should upload a current 7 year MVR with the application documents; please do not upload a driver's license**

**Preferred Qualifications, in addition to the minimum qualifications:**

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

**Salary / Benefits:**

Gross hourly wage of \$10.00. Part-time positions do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Part-time positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

**Application Procedure:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process

- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. 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, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

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 Report
Psychological Screening	Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

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

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