

**Position Announcement**

**January 2017**

**Position:** Security Officer **Application Deadline:** January 18, 2017

**Status:** Part-time

**Job Description:**

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.

**Scheduled Work Hours / Location:**

The College is seeking to fill a part-time position to work the projected hours of 3:00 p.m. to 9:00 p.m., Monday to Thursday. Position will be assigned to the Macon Hutchings Career Academy with travel as needed to additional locations.

**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 drivers 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:**

This position is paid at the gross hourly wage of $9.00. 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:**

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| --- | --- |
| Criminal History Records | Motor Vehicle Records |
| Employment References | Pre-Employment Drug Test |
| Fingerprint Records | Credit History Records |
| 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 Linda Hampton, Executive Director of Conduct, Appeals & Compliance; Room J-133, 3300 Macon Tech Drive, Macon, GA 31206; (478) 757-3408; Email: [lhampton@centralgatech.edu](mailto:lhampton@centralgatech.edu).

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