**SECURITY OFFICER**

**PART TIME**

**MULTIPLE CAMPUS LOCATIONS**

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent.

**PREFERRED QUALIFICATIONS:**

Customer service experience preferred. Prior military/security police. Previous security to include campus security experience a plus.

**RESPONSIBILITIES**:

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.

Patrols assigned areas on campus either on foot or in a vehicle or golf cart and monitors campus buildings for unauthorized personnel during opening and after closing hours;

Assists with traffic flow and the enforcement of college parking regulations;

Completes activity reports and maintains files and reports;

Monitors surveillance cameras;

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 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 an panic alarm systems

Skill in the operation of computers and job-related software programs

Oral and written communication skills

Skill in interpersonal relations and in dealing with the public

Ability to work weekends, holidays and day, evening and morning shifts

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 remain on feet for long periods of time.

**SALARY:**

This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

Only those applicantsscheduled for interviews will be notified of the status of the position.

Candidates must successfully complete a pre-employment exam, criminal background investigation, physical examination, and motor vehicle screening.

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