POSITION: PART-TIME SECURITY EMPLOYEE
ANY SHIFT – WEEK DAYS AND WEEKENDS -- MULTIPLE CAMPUSES

QUALIFICATIONS:
♦ Graduation from high school or GED certificate required.
♦ One year of experience as a security officer or similar work required.
♦ Qualify with personal firearm according to current Alabama Peace Officers Standards and Training requirements within first six months of employment, if applicable.
♦ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
♦ Working knowledge of the buildings and grounds patrolled and of the rules and regulations pertaining to admissions and exits.
♦ Working knowledge of the traffic regulations and rules of personal conduct at the College and college policies.
♦ Knowledge of basic security operations and procedures.
♦ Ability to follow a prescribed routine in making rounds.
♦ Ability to walk for extended periods of time both indoors and out under varying work and climatic conditions.
♦ Ability to walk up and down stairs and climb up and down ladders.
♦ Physical ability and alertness in apprehending prowlers and others.
♦ Ability to stay awake on a night shift.
♦ Good physical condition and strength; ability to lift 50 pounds from the ground; ability to lift arms above the head.
♦ Ability to understand and follow oral and written instructions.
♦ Demonstrate sound judgement in emergencies and crisis situations.
♦ Ability to manage multiple tasks.
♦ Good computer skills.
♦ Must be able to work any shift on all campuses.

DUTIES:
♦ Makes rounds inside or outside of buildings; watches for prowlers, fires, or any other danger of loss or damage to property.
♦ Enforces institutional rules of behavior on grounds; reports disturbances or suspicious circumstances which cannot be disposed of immediately.
♦ Sees that lights are on or off as required and that doors and gates are properly locked.
♦ Assists in securing all money during registration and end of day as directed by supervisor or Business Office.
♦ Assists students with problems such as keys locked in car, dead battery, etc.
♦ Works ball games, dances, and other extra activities on campus when needed.
♦ Makes out daily report covering activities on shift.
♦ Makes trips out-of-town with papers, to pick up equipment, etc.
♦ Provides assistance at the residence hall to maintain order and security at that facility.
♦ In the absence of the mail clerk, picks up the mail at the post office, sorts, and distributes to college personnel.
Monitors traffic and parking on campus, citing those that violate the school traffic or parking facilities.
Assists the administration as necessary in processing student/employee transactions after hours.
Responds to emergencies to provide assistance to employees, students, and visitors.
Completes reports that accurately and thoroughly documents details of accidents, altercations, threats, or other incidents using correct grammar and spelling.
Investigates complaints and interviews witnesses.
Patrols campus areas and facilities on an irregular basis, making note of possible safety and security violations.
Provides excellent customer service.
Participates in professional development activities as required to address any deficiencies or weaknesses identified by personnel evaluations within the institutional effectiveness process.
Assists with monthly inspection of buildings, fire extinguishers, and safety.
Monitors weather.
Complies with all policies of the Alabama Community College System and the College.
Performs other duties as assigned.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:
To Be Determined

SALARY:
Hourly Rate $11.44 – Maximum of 19 hours per week.

APPLICATION DEADLINE:
Continuous

APPLICATION PROCEDURE:
ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume; and (d) copies of high school diploma/transcript or GED certificate.
Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:
DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. Box 227
GADSDEN, AL 35902-0227
(256) 549-8236
jobs@gadsdenstate.edu

Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.
Gadsden State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Gadsden State will make reasonable accommodations for qualified disabled applicants or employees. More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.
The College reserves the right to withdraw this job announcement at any time prior to the awarding. Any offer of employment is contingent upon a satisfactory criminal background investigation. This employer participates in E-Verify.