



MCDOWELL TECHNICAL COMMUNITY COLLEGE

Job Description Form

Division/Department	Finance and Administration
Job Title	Security Officer
Reports to	Vice President of Finance & Administration

Level/Grade	Type of position: Full-time Permanent <input type="checkbox"/> Full-time Temporary <input checked="" type="checkbox"/> Part-time <input type="checkbox"/>	
Revision Date 06/17/2021		

GENERAL RESPONSIBILITIES

SPECIFIC RESPONSIBILITIES

1. Patrol the college campus to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
2. Answer calls and investigate disturbances.
3. Monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain security of the campus.
4. Call police or fire department in cases of emergency, such as fire or the presence of unauthorized persons or unusual occurrences.
5. Circulate among visitors, students and employees to preserve order and protect property.
6. Warn persons of rule infractions or violations and take action to correct them.
7. Drive motor vehicles to transport individuals to specified locations and to patrol the college campus.

QUALIFICATIONS

Campus security officers shall possess the attitude of genuinely caring about the well-being of other people. Campus security officers should be fit and able to stand up to physical challenges. Campus security officers should have strong communication skills. Campus security officers shall possess a driver's license required to patrol the college campus using a vehicle. Campus security officers shall have the personality required to handle violators of college laws and policies. Campus security officers should possess good organizational skills.