SHELTON STATE
COMMUNITY COLLEGE

INTENT TO EMPLOY
Posting Date: January 13, 2020
Closing Date: January 21, 2020

POSITION: Campus Security Officer, Part-time (One or more positions)

POSITION AVAILABLE: February 2020

REQUIRED QUALIFICATIONS:

- High school diploma or GED
- Experience in performing security related duties
- Physical ability to walk and/or stand for extended periods of time both indoors and outdoors under varying work and climatic conditions
- Good physical condition and have the strength to manage physical violence
- Ability to work on all campuses/instructional sites and on all shifts, as assigned by the College
- Valid driver's license
- Effective written and oral communication skills

PREFERRED QUALIFICATIONS:

- Background in law enforcement

SALARY: $13.50 per hour 19 hours or less per week

DUTIES AND RESPONSIBILITIES

- Patrols the campus on foot and assigned motor vehicles to ensure personal, building, and equipment security
- Takes necessary action in an emergency to summon various types of emergency first responders, direct students and employees to designated storm safety areas, assist in campus evacuations and lock-downs, and assist police officers, firefighters, and other first responders as needed
- Provides faculty, staff, students, and visitors with information and directions
- Informs violators of policy infractions such as; loitering, smoking in non-smoking areas, carrying forbidden articles, parking violations, and violations of the student code of conduct and the employee handbook
- Observes, reports, and, if necessary, confronts persons engaging in suspicious or criminal acts and reports to authorities if necessary
- Observes departing personnel to guard against theft of College property
- Completes appropriate security, accident or incident reports, maintains security records and performs preliminary investigations of any security related incidents on campus
- Regulates vehicle registration, pedestrian traffic, and issues parking tickets and warnings
- Ensures compliance with relevant state laws and College policies and procedures
- Locks/unlocks buildings and sets/resets alarms as required
- Monitors security equipment, campus access, and fire alarms
- Provides security and assistance with traffic management and visitors at special events
- Assists with emergency services (i.e., dead batteries, locked vehicles, flat tires, etc.)
- Communicates in courteous manner with supervisor, faculty, staff and students
- Demonstrates ethical behavior, loyalty, honesty and integrity, both on and off campus
- Assists with rollover telephone coverage after the switchboard closes as needed

- Comply with policies of the Alabama Community College System and the College
- Serve on College committees as required
- Participate in professional development, compliance, and other training activities as required
- Perform other duties as assigned by the supervisor

APPLICATION PROCEDURES: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense for all in-person interviews.

APPLICATION REQUIREMENTS: A completed application packet consists of the following:

- ✓ A cover letter of application specifically detailing and relating the applicant's education, and experience to the qualifications, duties, and responsibilities of the position.
- ✓ A hand signed Shelton State Community College employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume.
- ✓ A copy of high school diploma, high school transcript, or GED certificate.
- ✓ A copy of valid driver's license.

Application materials must be mailed, emailed, or hand delivered to the following:

Office of Human Resources
Room 3605
Shelton State Community College
9500 Old Greensboro Road
Box 238
Tuscaloosa, AL 35405
hr@sheltonstate.edu

No faxed applications will be accepted. If you have questions, please call 205.391.2272.

APPLICATION DEADLINE: The deadline for submitting all application materials to the Office of Human Resources is **January 21, 2020 at 5:00 p.m.** Absent special circumstances, incomplete or late application packets will eliminate the possibility of an interview.

EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:

Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

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.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.