

Craven Community College

Position: Security Officer
Department: Administrative Services
Reports to: Director, Facilities and Security
Level: Non-Exempt, 6
Status: Full-time
Revised: September, 2009

OCCUPATIONAL SUMMARY

Provide for the safety of all personnel frequenting Craven Community College. Maintain Security and fire protection for facilities and capital equipment assets to include the radio station; assist other security officers in carrying out the mission of the security department.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

- Conduct routine security patrols on foot and by vehicle around parking lots, buildings, trailers and radio antenna, placing special interest in the safety of people on campus and fire protection; patrol for vandalism, theft, alcohol and drug use, breaking and entering and be alert to any weapon(s) that may be brought onto campus.
- Assist in medical emergencies, fire evacuation, tornado warnings, bomb threats and exercise drills and direction of traffic.
- Monitor the campus for the high trespassing rate of individuals coming onto campus during and after school hours, including weekends and holidays.
- Participate in the surveillance of suspected illegal or unauthorized activities.
- Participate in the security of on/off campus students and community held activities such as graduations, registration, parties, plays and sporting events.
- Lock and unlock buildings, trailers, classrooms, offices, and auditorium in support of class schedules, housekeeping and maintenance contractors.
- Counsel students that violate the college rules and regulations; refer them to proper authority when necessary.
- Provide students and visitors with information regarding the locations of classes and community events.
- Assist campus resource officer as needed to ensure safe environment on campus.
- Write traffic tickets for parking violations and direct traffic during peak periods and special events: reserve parking spaces for various meetings and conferences.
- During registration issue parking permits to new students and faculty.
- Unlock and jump-start disabled vehicles for students, visitors, faculty, and staff.
- Assist the Director of Facilities and Security along with maintenance personnel on an as needed basis in coordinating activities, moving, or maintenance items.
- Perform other related duties as requested.
- Provide security for the bookstore especially during the first week of each quarter to accommodate increased personnel traffic and to provide safekeeping of monies received; make bank deposits as necessary.
- Assist the Dean of Evening curriculum program during evening classes and the evening secretary in maintaining the evening programs.

QUALIFICATIONS

- Two years experience in security environment. Valid NC driver's license.
- Ability to perform medium to heavy physical tasks.
- High School diploma or equivalent.