



**Job Description: Part-time Evening/Weekend Security –
Columbia Higher Education Center**

The Columbia Higher Education Center part-time Security Officer shall be appointed by the Board of Trustees upon recommendation of the President. The salary and terms of the employment for this position shall be set by the Board upon recommendation of the President. This position shall report to the Director of the MACC-Columbia Higher Education Center and the Director of Security.

Qualifications:

A high school diploma is necessary; must be able to pass a background check.

Description:

The purpose for this position is to ensure the safety of the campus community and the security of the facilities in accordance with the regulations of Moberly Area Community College. This position will be responsible for all evening security issues at the Columbia location, along with serving as a resource for students and faculty. This is a uniformed, unarmed position. The hours for this position are 5:30 pm to 9:30 pm Monday through Thursday and 9 am to 2 pm Saturday.

The Evening Security Officer shall:

1. Make regular rounds of the facility to insure the safety and security of the building and the college community;
2. Take pictures for photo ID's;
3. Maintain lost and found items, keeping an accurate log, and disposing of items according to MACC policy;
4. Contact police, fire and/or ambulance as needed for crimes and emergencies;
5. Act as a liaison between the Columbia location and the Columbia Police Department during evening hours;
6. Document information on appropriate report form, and forward copies to the site director and the Director of Security, and obtain copies of police reports;
7. Report maintenance issues to Director of the Columbia Higher Education Center;
8. Appear in court if needed, regarding incidents occurring at Columbia location;
9. Perform other duties assigned.