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

**Qualifications:**
Experience is preferred. A high school diploma is required; must be able to pass a background check.

**Description:**
The purpose of 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 security issues at the Kirksville site. This is a uniformed, unarmed position. This is a part-time, hourly position covered by the Public Education Employee Retirement System of Missouri (PEERS). The hours are 8 am-1 pm Monday through Friday.

**The Security Officer will be responsible for the following duties:**

1. Making regular rounds of the facility to insure the safety and security of the building and the college community;
2. Contacting police, fire and/or ambulance as needed for crimes or emergencies;
3. Documenting information on the appropriate report form, and forwarding copies to the site director and the Director of Security;
4. Reporting maintenance issues to the site director;
5. Performing other duties as assigned.