Part-time Security Officer

The Security Officer shall be filled 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 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. The Security Officer(s) shall report directly to the Director of Security.

Qualifications:
Previous experience is preferred. A high school diploma is required. Individual must be able to pass a background check.

Description:
The part-time Security Officer will work on an as needed basis to fill in when other security staff are unable to work. The working hours for this position could be 6 pm to midnight or midnight to 6 am on any day of the week. This is an hourly, non-exempt position.

Assigned duties include:

1. Building checks
   - Regularly check the interiors of all campus buildings to prevent vandalism and theft
   - Regularly check the exteriors of all campus buildings, including the dormitory, to ensure overall lock down once the building is closed by custodial staff
   - Turn off lights in unoccupied areas
   - Note building temperatures
   - Check for water leaks or other hazards within buildings
   - Submit work orders to Plant Operations when physical problems exist
   - Submit reports to the Director of Security when facilities are found unsecured, lights are left on, violations have occurred, etc.

2. Security
   - Be knowledgeable of MACC regulations and local laws and ensure compliance through patrol efforts, observation of the campus community and contact with patrons
   - Be visually available to assist the campus community with questions, directions and emergencies
   - Open buildings and classrooms as scheduled
   - Assist with the traffic or crowd control as needed at events such as graduation
   - Conduct frequent checks at facilities that are open in the evenings
   - Work cooperatively with Student Affairs and Plant Operations staff when incidents arise which require Security
   - Patrol parking lots and ground in an effort to prevent criminal activity
   - Be available to assist the campus community in emergency situations by making the appropriate contacts (police, fire, ambulance, etc.)
   - Report any violation of law immediately to the Coordinator of On-Campus Evening Programs or the Police Department and submit the proper paperwork to the Director of Security

3. Perform other duties as assigned by the Security Coordinator.