Job Description

McCormick Commons and Residential Center Security Officer

The McCormick Commons and Residential Center Security Officer 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(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 purpose of this position is to ensure the safety of the dorm residents and guests, as well as the security of the facility in accordance with the regulations of Moberly Area Community College. The working hours for this position are 1 am to 6 am Friday, Saturday, Sunday and Monday, 20 hours per week. This is an hourly, non-exempt position covered by the Public Education Employee Retirement System of Missouri (PEERS).

Assigned duties include:

1. Building checks
   - Regularly check the interior of MCRC to prevent vandalism and theft
   - 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 violations have occurred, etc.

2. Security
   - Monitor visitors to the MCRC, maintain a log of visitors, and clear the building of visitors after visiting hours are over.
   - Be knowledgeable of MACC regulations and local laws and insure compliance through observation and contact with residents and their guests
   - Be visually available to assist with questions, directions and emergencies
   - Work with the on-site dorm supervisors to maintain order in the MCRC
   - Be available to assist the MRMC residents and their guests in emergency situations by making the appropriate contacts (police, fire, ambulance, etc.)
   - Report any violation of law immediately to the Moberly Police Department and submit the proper paperwork to the Director of Security

3. Perform other duties as assigned by the Director of Security