

Wytheville Community College

Part-time Security Officer (2 positions available)

RESPONSIBILITIES: The College provides 24 hours/7days a week security services on the main campus in Wytheville, Virginia. The College seeks to hire two part-time, (24-30 hours per week) Security Officers. These positions are predominately evening shift positions, but incumbent must have the flexibility to monitor or fill-in for security activities on all shifts with advance notice for holidays, vacations, etc. Responsibilities include enforcing College, local and state rules and regulations; inspecting assigned areas; recording incidents; securing buildings; and monitoring visitor access. Specific duties include: securing and locking/unlocking buildings and classrooms at required times; conducting building checks and reporting discrepancies and hazardous conditions; conducting both foot and vehicular patrols; monitoring CCTV cameras and responding to emergencies; providing security at special events such as convocations, commencements, registration and other college functions; attending all required training; and participating in emergency planning drills for the college.

MINIMUM QUALIFICATIONS: High school diploma or equivalent. Must have a valid driving record from the Department of Motor Vehicles (please attach to your completed State Application). Incumbent should have a good working knowledge of Microsoft Word, Outlook, Excel, e-mail and Internet access. Moderate lifting and extensive walking required. Incumbent must: be certified or able to be certified in CPR, First Aid, NIMS and DCJS; handle routine and emergency situations efficiently and effectively; possess good communication skills; exercise good judgment and maintain a professional demeanor at all times; be able to use and monitor radio and phone equipment; be able to successfully pass a background check, including drug screen; be reliable in attendance; be willing to work weekends and holidays as required; be professional and courteous to faculty, staff, students, and visitors.

APPLICATION PROCESS: A completed State application form #10-012 and current resume must be received by 5:00 p.m. on Friday, November 13, 2009 in the Human Resource Office, Wytheville Community College, 1000 East Main Street, Wytheville, VA 23832. The state application form can be accessed from the college website at <http://www.wcc.vccs.edu/jobs>. Persons with disabilities requiring assistance should contact 276-223-4869. Applications are encouraged from women, persons with disabilities, and persons of African, Native American, Hispanic, and Asian origin.

EEO/AFFIRMATIVE ACTION EMPLOYER