

February 1, 2012

PART TIME SECURITY OFFICER (COGDELL LEARNING CENTER – DAY SHIFT)

RESPONSIBILITIES

- Review and complete shift reports
- Assist with security of campus activities
- Open/close facilities according to facility and class schedules
- Handle all on-campus disturbances in accordance with departmental policies and procedures
- Unlock vehicle doors with tools provided, jump start vehicles, confront trespassers, enforce parking rules and regulations
- Report special requests concerning safety to the supervisor
- Provide service and information to students, faculty, staff, and visitors
- Safeguard College property; enforce College parking rules and regulations
- Escort persons to parking lots and College buildings during periods of darkness by foot or by use of a College motor vehicle
- Process recovered/found property
- Safely operate a motor vehicle, a cellular phone and two-way radio, to visually identify and accurately describe persons/incidents and be able to testify in legal proceedings
- Perform other job-related duties as assigned

QUALIFICATIONS

REQUIRED:

- High school diploma or equivalent
- Must have valid Texas driver's license and be insurable on Midland College's auto insurance policy
- Knowledge of security procedures and practices
- Ability to effectively communicate verbally and in writing

PREFERRED:

- College hours in Criminal Justice or Law Enforcement
- Security/law enforcement experience in a higher education environment or a school system

SALARY

\$10.00 per hour. 19 hours per week. Due to the possibility of a reduction in State appropriations, the College reserves the right to not fill the position or adjust the stated salary figure. Will be assigned to the Cogdell Learning Center, but must be able to work at other Midland College campuses and possibly be able to work dayshift, evening shift and/or midnight shift, weekdays and/or weekends.

APPLICATION PROCESS

Interested candidates should send a resume and a completed Midland College application to:

**Zaira Valeriano
Director of Human Resources/Payroll
Midland College
3600 N. Garfield, Midland, Texas 79705
(432) 685-4532**

Midland College is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.