PART TIME SECURITY OFFICER  
(MAIN CAMPUS - NIGHTS)

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 under Midland College’s auto insurance policy
- Ability to operate patrol vehicle and monitor security control access to campus property and related security equipment to provide area and visitor surveillance
- Knowledge of security procedures and practices
- Ability to effectively communicate verbally and in writing and deal courteously with the public
- Ability to exercise independent judgment or initiative governed by established policies and procedures
- Decision making and strong observation skills

PREFERRED:

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

SALARY

$11.25 per hour. Up to 19 hours per week. Position will remain open until filled. Hours are 11pm to 7am at the main campus, but must be able to work at other Midland College campuses to include the Cogdell Learning Center and the Advanced Technology Center.

APPLICATION PROCESS

Interested candidates should send a resume and a completed Midland College application to: applymc@midland.edu.

Natasha Morgan  
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.