Job Title: – College Security Officer – Suffolk & Franklin Campus – Part Time

Position # W0244

Paul D. Camp Community College is currently recruiting for a part-time College Security Officer. This position is limited to working 29 hours per week and 1450 hours per year, no benefits. Hourly rate of pay is $15.00/hr. to $17.00/hr. depending upon qualifications.

This position will ensure a daily security force presence at designated campus. Main work location will be the Suffolk Campus. Watches for and reports irregularities such as fire hazards, gas leak, unlocked security doors, suspicious persons, and traffic in parking lots during special events. Takes and prepares reports, which may include reports of crimes, injuries and violations of campus rules and regulations. This position will conduct emergency operations training for staff and faculty. This position is responsible for warning violators of college rule violations, such as loitering, smoking in non-designated spaces, illegal parking and inappropriate behavior. This position conducts daily patrol of designated campus. This position assists the Emergency Operations Coordinator in development of plans, policies and procedures. This position will serve as Assistant Operations Officer during Continuity Operations and Logistics officer during activation of the State Emergency Shelter. This position provides escort of staff, faculty and students during evening class hours to and from class and vehicles located on college property.

Hours:

Monday through Thursday 4PM-10PM at Hobbs Campus

Friday 10AM-12 Noon at the Franklin Campus

Sunday 2PM-5PM Franklin Campus (One Sunday every other month)

Saturday 9AM-1PM Hobbs Campus (One Saturday every month)

Knowledge, Skills and Abilities:


2. Experience in writing reports, plans and procedures.

3. Knowledge of NIMS and the national incident command system or a commitment to become certified.

4. Experience in Loss Prevention and familiarity with surveillance tools.

5. Experience working in a diverse work environment.

6. Good interpersonal skills and an ability to work with people of diverse ages.
7. Ability to communicate clearly both orally and in writing.

8. Ability to perform operational problem solving and make decisions with minimal supervision.

9. Ability to maintain a high level of ethics and confidentiality in performance of all job duties.

10. Ability to react calmly and promptly during emergencies or disasters.

11. Ability to interact with public officials and provide clear concise appraisals of emergency or disaster situations.

12. Ability to work well in a team environment.

**Education, Experience, Special Licenses, Certification:**

1. Possession of a Valid Driver’s License.
2. Possess or be able to obtain a Concealed Weapons Carry Permit.
3. Bachelor’s Degree in criminal justice or equivalent combination of education and experience.
4. Prior experience in loss prevention, military, police, emergency or fire service preferred.
5. CPR, AED and First Aid Certification or the ability to obtain the certifications within 90 days of employment.

**Application**

For consideration, applicants must submit a Commonwealth of Virginia Application, current resume, and the names, addresses, and phone numbers of three professional references. Send application package electronically to jobs@pdc.edu. This position closes January 22, 2014 at 4PM EST.

Please direct correspondence to:

Director of Human Resources
Paul D. Camp Community College
P.O. Box 737
Franklin, VA 23851
jobs@pdc.edu

Application packages must be submitted electronically to jobs@pdc.edu. E-mail attachments are accepted only in uncompressed MS Word or Adobe Acrobat (PDF) file formats.

Additional information about PDCCC and the position may be obtained by calling (757) 569-6708. All PDCCC positions require satisfactory completion of background checks prior to employment.

Paul D. Camp Community College is an EEO/AA and e-verify employer.