



NOTICE OF VACANCY

Campus Security Officer (Part-Time)

REPORTS TO: Chief of Police

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Campus Security Officer will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The Campus Security Officer conducts patrols on campus to ensure security of buildings, students and staff. Responds to requests for assistance and emergencies. Being a Campus Security Officer enforces vehicle and traffic regulations.

More specifically, the Campus Security Officer is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Applicant must be capable of acting efficiently without the direct supervision of a superior.
- Maintain radio communication with law enforcement agencies as directed.
- Provide a uniformed presence for the safety of students, employees and visitors.
- Expedite traffic and traffic flow on campus.
- Patrol and provide security for campus buildings and grounds and guard against crime, including theft and vandalism.
- Provide security escort services as requested.
- Perform crowd control duties as necessary.
- Check doors and windows for security; lock doors and turn out lights.
- Watch for and report fire hazards and unsafe conditions to the proper authorities.
- Immediately report fires and accidents to the proper authorities.
- Assist police and other emergency responders as necessary
- Respond to dispatcher and other requests for service.
- Perform other related duties as assigned.

MANDATORY QUALIFICATIONS

- Applicant must hold the minimum of a high school diploma or GED and possibly some college hours.
- Applicant must have at least one year of recent experience in a security related position.
- Applicants must be available to work one of the required shifts
- (7:00 am – 3:00 pm; 3:00 pm – 11:00 pm; or 11:00pm – 7:00 am).

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

KNOWLEDGE, SKILLS, ABILITIES, AND WORK CHARACTERISTICS

- Ability to interact positively and effectively with faculty/staff, administrators, students, and visitors of the college.
- Ability to maintain confidentiality.
- Ability to multi-task effectively.
- Ability to utilize crowd control methods;
- Must be skilled in operating a personal computer to access e-mail, electronic calendars, and other basic software.
- Must have experience demonstrating the ability to handle diverse situations and a diverse population of people utilizing exceptional interpersonal skills.
- Possess strong organizational and time management skills.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, or sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. This job is inherently dangerous and presents substantial risk to life and limbs.

The employee must regularly lift and/or move up to 50 pounds, occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen, sitting, and/or walking. This position may require travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

TERMS OF EMPLOYMENT

This is a Part-time, 12-month, Non-exempt, Services Employee (SE) position.

SALARY

\$12.00 per hour

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **High School diploma, Unofficial High School Transcript(s), or GED**
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – UNTIL FILLED