



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

**POSITION:** Campus Security Monitor (PT) MULTIPLE POSITIONS

Posting Date: 01/09/15

Closing Date: ONGOING

**APPROXIMATE STARTING DATE:** February 1, 2015

**QUALIFICATIONS:**

- Must be able to work flexible schedule, including evenings and weekends, **required.**
- Must be a High School Graduate or possess a GED from a regionally accredited agency is **required.**
- A valid driver's license with acceptable driving record is **required.**
- Physical ability to perform essential job duties is **required.**
- Effective oral and written communication skills are **required.**
- CPR certification **required.**
- Applicants **required** to pass physical agility test.
- Experience in security field **preferred.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Director of Public Safety, the Dean of Business and Finance, the President, and the State Board of Education, responsibilities will include the following:

1. Provide a visual security presence. Circulate among visitors, patrons, and employees to preserve order and protect property.
2. Patrol WCCS property, in vehicle or on foot, to provide security and traffic assistance.
3. Patrol premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates. Provide building security, including locking and unlocking doors.
4. Report emergency and non-emergency calls to appropriate supervisor in Campus Security Department.
5. Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
6. Report missing/stolen property and any other criminal activity.
7. Answer alarms and investigate disturbances.
8. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences with superior officer.
9. Provide escort services for visitors, students, staff, faculty and individuals responsible for transportation of monies to or from the campus.
10. Provide public assistance, first aid, and vehicle jump-starts.
11. Provide building security, including locking and unlocking doors.
12. Preserve evidence, secure crime scene until arrival of police officer.
13. Testify in court as required.
14. Work well with others and show respect to all college constituents.
15. Perform other job-related duties as assigned by Campus Chief Police, Dean of Business and Finance, or the President.

**SALARY:** Commensurate with education and experience - local salary schedule

**APPLICATION PROCEDURE:**

A complete application packet must include:

1. WCCS application
2. A resume`
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on the application.
4. Verification of work experience **in writing** from current or previous employer. Verification should be printed on company letterhead, include dates of employment, position title(s), and some of the duties performed.

Final applicants will be required to interview at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application packet is the responsibility of the applicant.

Employment applications may be accessed from the College website: [www.wccs.edu](http://www.wccs.edu) or from the Human Resources Office, located in the Office of Business and Finance. Complete packets must be returned to:

**Human Resources Office  
Wallace Community College Selma  
3000 Earl Goodwin Parkway  
Selma, AL 36702.**

***In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a minimum nonrefundable \$17.40 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.***

Wallace Community College Selma is an equal opportunity employer and complies with the American with Disabilities Act. WCCS will make reasonable accommodations for disabled applicants or employees. . It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall on the ground of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment. Wallace Community College reserves the right to withdraw this job announcement at any time prior to the awarding.