WALLACE COMMUNITY COLLEGE SELMA
VACANCY ANNOUNCEMENT

POSITION: Campus Security Monitor (Full-time) Open: 03/24/2015
Close: 04/13/2015

Approximately Starting Date: May 4, 2015

QUALIFICATIONS:
• High school diploma with some postsecondary education required.
• Valid driver’s license with acceptable driving record required.
• Physical ability to pass agility test required.
• Effective oral communications required.
• Experience working in a position of safety or security in a college environment required.
• Two years minimum experience working as a security guard or related occupation.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:
• Ability to deal courteously but firmly with the general public
• Ability to act responsibly without immediate supervision and exercise independent judgment in handling emergencies
• Ability to obtain a pistol permit
• An understanding of and a commitment to the philosophy and mission of the two-year college system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Campus Chief Police, 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. Reports emergency and non-emergency calls to appropriate supervisor in Campus Security Department.
5. Call police or fire department in cases of emergency, such as fire or presence of unauthorized persons.
6. Reports 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 officers.
9. Provide escort services for visitors, students, staff, faculty and individuals responsible for transportation of monies to or from the campus.
11. Provide building security, including locking and unlocking doors.
12. Preserves 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: Salary Schedule E - commensurate with education and experience.
APPLICATION PROCEDURE:
WCCS is an equal opportunity employer and complies with the American with Disability Act. WCCS will make reasonable accommodations for disabled applicants or employees. Any applicant needing special assistance in the application process should request such assistance when requesting the application form. Applications forms are available from and should be returned to:

The Office of Business and Finance
Wallace Community College Selma
P.O. Box 2530
Selma, Alabama 36702-2530
Phone (334) 876-9242, or 876-9246
Fax (334) 876-9250
Website: www.wccs.edu

Application Deadline: Monday, April 13, 2015

A complete application package consists of:
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.

All application information must be received by 4:00 p.m. on 4/13/15. 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 package is the responsibility of the applicant.

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 $17.50 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

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. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding.