

Title: Security officer

Department: Campus Security

Division: Fiscal and Administrative Affairs

Job Open Date: The review of applications will begin immediately

Job End Date: Until the position is filled

Salary Range: \$18,000

Hours: 40

Position Type: Full Time

Position Schedule: To be assigned (evening hours & weekends are required)

Months: 12

Duties and Responsibilities:

- Patrols the campus and ensures the safety of all students, faculty and staff
- Patrols the campus ensuring all dark unlighted areas are checked frequently throughout tour of duty, check for unauthorized personnel
- Walk through residence halls
- Ensures security lights are on by dusk and turned off at dawn daily
- Reports any burned out lights
- Locks and secures all campus buildings every night
- Unlock doors before start of working day
- Provides security during each meal daily in dining hall
- Checks in all vehicles entering campus after 5:00 p.m. Saturday-Sunday, and holidays
- Mandatory that all security work Commencement, the week of Homecoming, and other special activities as required by director
- All other duties as assigned by Director of Security

Qualifications:

- Ability to pass South Carolina Law Enforcement background check
- Ability to write daily incident reports.
- Possess certification in First Aid and CPR

Special Requirements: Must possess a minimum of a High School Diploma or the equivalency thereof. At least two years of experience as a professional in the law enforcement area or equivalent qualifications. Ten year driving history.

You may apply or obtain information via the following:

HR-Job Application – Download Application form

Email: cbrabham@voorhees.edu

Phone - (803) 780-1181 - Fax – (803) 780-1187 - Ms. Constance Colter-Brabham

Mail - Voorhees College

Human Resources - Employment

Post Office Box 678 - Denmark, SC 29042

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