

Job Title: Campus Security Officer

Department: Western Texas College Security Office

Reports to: Director of Campus Safety and Security

Level/Term: 12 month, Part-time

Work Schedule: Varies depending on operational needs but weekday shifts are priority

Overall Job Responsibilities: To provide security services and information to students and staff; and to protect college buildings and property. Enforce rules and regulations in regards to the operation and parking of motor vehicles on the Western Texas College campus.

Principal Duties and Responsibilities:

- Patrols college facilities (e.g. grounds, roads, buildings, adjacent areas, parking lots, etc.) for the purpose of providing administrative visibility, maintaining security/deterring crime, and building relationships with students and staff.
- Communicates policies and enforcement procedures to students, personnel and visitors.
- Advocates for students for the purpose of building relationships and developing a safe learning environment.
- Prepares written materials (e.g. incident and activity reports, daily security logs, and calls for service logs) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot/s.
- Reports safety hazards for the purpose of assisting in maintaining a safe learning environment/facilities for students, staff, and visitors.
- Refers incidents to appropriate agency or personnel for the purpose of ensuring timely and through follow-up.
- Responds to emergency situations (e.g. fights, injuries, incidents, suspicious activities, etc.) for the purpose of addressing immediate safety concerns.
- Additional responsibilities as assigned (e.g. crowd control at public events, and assisting Police Department/Fire Department/EMS responding to campus events).

Required Qualifications:

- High School graduate or equivalent
- Possess a valid Texas driver's license
- No felony convictions within the last 10 years (must be able to pass a pre-employment criminal background check)
- No criminal convictions that prevent the possession of firearms

Preferred Qualifications:

- 3 years previous security, corrections, or law enforcement work experience
- Experience working in the higher education environment
- Current Level 3 Security Officer Commission from the Texas Department of Public Safety (DPS) Private Security in accordance to the State Occupations Code 1702

Working Conditions:

- Moderate physical activity; standing or walking for extended periods of time; requires handling of average-weight objects
- Work may involve moderate exposure to unusual elements, such as extreme temperatures
- Requires the wearing of issued uniform and/or personal protective equipment
- Requires the qualification on and the carrying of issued firearms and associated equipment.