



**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/detering 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.