



JOB DESCRIPTION

	: 10/1/24
Security Sensitive: Yes	Grade: A-12
Reports To: Lead Security Officer	

Job Summary

Under the supervision of the Lead Security Officer, who reports to the Vice President for Administration and Student Services, insures protection and safety of College property, students, faculty, staff and visitors.

- Essential Functions (F2.7 0 Td (6 2 safe) Education 7 18552 Donger) Tr 0 T 0 T 4 18 0 T (h) A) 0 2 9 5 T / Artifact BMC 9
- training and being prepared to take action should a health or safety emergency occur;
 - x Requires the kind of teamwork, supervision and personal interaction that cannot be had in a home office situation; therefore, regular and predictable site attendance is a job requirement;
 - x Other duties as assigned.

Minimum Education, Skills and Abilities

- x High School diploma or equivalent and completion of approved Security Training course (A.A. degree in Law Enforcement preferred), and two years experience in security, or an equivalent combination of education and experience;
- x First-aid and CPR training;
- x Ability to establish and maintain effective relationships with students, faculty, staff, visitors and outside agencies;
- x Ability to communicate effectively both orally and in writing;
- x Competency in the use of PC's and associated software;
- x Skill in problem solving and mediation conflict.

Work Environment

- x This position is scheduled to work inside in a climate controlled area and an outside environment subject to weather extremes;
- x Requires physical skills to be able to walk, climb stairs and make routine foot patrols;
- x Ability to lift up to 50 pounds.

Special Requirements

- x Will be expected to adhere to Galveston College Security Officer Standard Operating Procedures.
- x Ability to work evening weekend and holiday shifts
- x Subject to a criminal background check prior to employment and periodic times during your employment.
- x Valid Texas driver's license and be able to drive Galveston College Security vehicle to remote campus locations

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel in this position.