



# SHORTER COLLEGE JOB POSTING

**Company:** Shorter College

**Job Title:** Security Officer

**Department:** Health and Wellness Center

**Status:** Non-Exempt

**Start Date:** Upon completion of Drug Test and Background Checks

**Location:** North Little Rock, AR

**Salary Expectations:** Commensurate with Education and Experience

**Work Schedule:** 40 hours a week may include some weekends

## **SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Security Officer is responsible for ensuring the safety and wellbeing of students, faculty, staff and the general community visiting the Vine Street Health and Wellness Center. This position is governed by law enforcement standards, state and federal laws, and agency/institution policies. These responsibilities include:

- Patrol premises regularly to maintain order and establish presence
- Monitor people and property
- Secure all exits, doors and windows
- Check surveillance cameras periodically to identify disruptions or unlawful acts
- Investigate people for suspicious activity or possessions
- Respond to alarms by investigating and assessing the situation
- Provide assistance to people in need
- Submit reports of daily surveillance activity and important occurrences
- Operate school owned vehicles for transport for both facility, students and deliveries

**EDUCATION and/or EXPERIENCE:** At least 18 years old. Possess a Valid Arkansas Driver's License. High School Diploma or equivalent. A minimum of one year of security or related experience. Working knowledge of Microsoft Office software. Ability to use computer systems to report and track data electronically.

**LANGUAGE SKILLS:** Excellent interpersonal skills, along with excellent oral and written communication skills.

**REASONING ABILITY:** Ability to remain flexible and adapt well to change.

**CERTIFICATES, LICENSES, REGISTRATIONS:** A minimum of one year of security or related experience.

**PHYSICAL DEMANDS:** Ability to respond to physical threats.

**WORK ENVIRONMENT:** On the grounds of a college campus.

**REQUIRED TESTING:** Alcohol and Drug Test; Background Check, no felony convictions or convictions for misdemeanors involving moral turpitude, domestic violence or workplace violence.

**HOW TO APPLY:** Applicants may submit a resume and cover letter to [humanresources@shortercollege.edu](mailto:humanresources@shortercollege.edu) or Mail to: 604 Locust Street, North Little Rock AR, 72214