

**Part-Time Non-Commissioned Security Officer
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=167590>

Downloaded On: Dec. 6, 2021 9:54pm

Posted Sep. 20, 2021, set to expire Jan. 18, 2022

Job Title	Part-Time Non-Commissioned Security Officer
Department	
Institution	Lee College Baytown, Texas
Date Posted	Sep. 20, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Public Safety
Apply Online Here	https://apptrkr.com/2508696

Apply By Email

Job Description

Part-Time Non-Commissioned Security Officer

Posting Number: 0001046

PS Position#: 00000592

Position Status: Part-Time

Salary: \$12.38/hour

Department: Security

Job Summary/Basic Function:

Part-Time Non-Commissioned Security Officer Lee College

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The Non-Commissioned Security Officer is responsible for the safety and security of persons including Lee College employees, students, guests of/and visitors to the campus; the protection of college property, including buildings, grounds, equipment and other assets of the college. The Non-Commissioned Security Officer will provide assistance in emergency situations or conditions, and take action appropriate to the crisis situation within legal limits of the department's authority. This position reports to the Security Chief, Assistant Chief, and Corporals.

Duties and responsibilities include, but are not limited to:

- * Patrol campus grounds and buildings, either by foot or in an authorized college vehicle checking doors, windows, gates, etc. to ensure that they are secured.
- * Patrol campus parking areas on a regular schedule, enforce campus parking regulations, and issue citations.
- * Respond to emergency and non-emergency calls; respond to requests for assistance regarding lost or stolen property, break-ins, vandalism, etc.
- * Contact emergency personnel (i.e., 9-1-1, Baytown Police Department, ambulance service, etc.) when necessary.
- * Observe, report, and correct any irregular and unusual conditions and/or safety hazards on campus.
- * Investigate and maintain incident reports of all occurrences and complete daily activity reports.
- * Assist all persons in complying with college regulations and rules of conduct on campus.
- * Provide security coverage for college functions as assigned.
- * Provide crowd control when necessary or assigned.
- * Pick up and transport deposits to the bank when needed.
- * Provide courteous assistance for faculty, staff, students, and visitors.
- * Adhere to all policies and procedures.
- * Maintain confidentiality of information exposed in the course of business.
- * Contribute to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.

Additional job duties and responsibilities may include, but not limited to:

- * Carry out established procedures for opening and locking campus buildings, offices, classrooms, etc.
- * Provide security escort when needed or as assigned.
- * Maintain First Aid certifications as directed.
- * Perform other duties as assigned.

College benefits do not accrue with this part-time position. Scheduled hours are not to exceed 19.5 hours week. This is a security sensitive position.

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Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status.

Minimum Qualifications:

- * A High School Diploma or equivalent (G.E.D.)
- * Subject to a criminal background check prior to employment and periodic times during your employment
- * Must possess a Level II Non-Commissioned Security certification and/or license for the State of Texas
- * Must be at least 21 years of age
- * Must possess and maintain a valid drivers license and clean driving record
- * Must have at least one (1) year of previous security, law enforcement, correctional, or military experience
- * Must be available to work days, nights, weekends, and holiday hours as needed
- * Must have the ability to communicate effectively both orally and in writing
- * Must have skill in problem solving and conflict resolution

Preferred Qualifications:

Campus/Location: Main Campus - Baytown, TX

If other, provide location: McNair and/or Liberty Campuses too

Close Date:

Open Until Filled: Yes

Special Instructions to Applicants:

This position requires applicants to attach the following documents: resume, Level II Non-Commissioned Security certification and/or license for the State of Texas, and copies of transcripts for all completed college work.

In addition, applicants must include a minimum of three (3) professional references of the online application.

Please do not mail, email, fax, or deliver any documents outside of the electronic application process.

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To apply, visit [url=https://apptrkr.com/2508696]https://jobs.lee.edu/postings/6925

Lee College is an Equal Opportunity/Affirmative Action Employer, which encourages applications from qualified females, minority groups, veterans, and disabled individuals. It is the policy of Lee College to fully comply with the equal opportunity provisions of all applicable regulations and not to discriminate against any employee or applicant for employment because of gender, disability, race, color, age, religion, national origin, or veteran status in areas such as recruitment, selections, training, promotion, demotion, layoffs, terminations, rates of pay, or any other forms of compensation or benefits.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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