

Part-Time Security Officer
Lee College

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Posted Apr. 2, 2025, set to expire Jul. 29, 2025

Job Title	Part-Time Security Officer
Department	
Institution	Lee College Baytown, Texas
Date Posted	Apr. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff Part-Time/Temporary Staff
Academic Field(s)	Public Safety
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Job Description	

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Part-Time Security Officer

Salary:

Job Type: Part-Time

Job Number: FY2300412

Location: Main Campus - Baytown, TX

Division: Finance & Administration

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Position Overview

The Part-Time 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 Part-Time 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.

Essential Duties & Responsibilities

- 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 Duties & Responsibilities

- Carry out established procedures for opening and locking campus buildings, offices, classrooms, etc.
- Provide security escort when needed or as assigned.

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- Maintain First Aid certifications as directed.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- 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 driver's 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:

- Possess a Level III Commissioned Security Officer License from the State of Texas

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4438631/part-time-security-officer>



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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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