



Security Personnel (Full-Time, Unarmed)

Status: Full-Time (10:00 p.m. – 6:00 a.m., Monday–Friday)

Salary: \$31,200

Classification: Exempt

Position Overview

The Security Personnel position is responsible for protecting life and property, deterring crime, and maintaining campus safety and order. ****This is an unarmed position****, serving as a visible and professional presence on campus, ensuring the enforcement of college policies and procedures while fostering a secure environment for students, employees, and visitors.

Responsibilities

- Monitor access to college facilities, verify IDs, and ensure building security
- Conduct regular patrols to identify hazards, suspicious activity, and potential breaches
- Communicate effectively using radios and phones; report incidents promptly
- Maintain accurate incident reports and daily activity logs
- Enforce parking and traffic regulations; provide assistance during campus events
- Respond to emergencies by following established safety protocols, including fire, medical, severe weather, and hazardous materials incidents
- Coordinate with campus officials and local emergency services as necessary
- Enforce college policies regarding weapons, drugs, alcohol, hazing, and student conduct

Minimum Qualifications

- High School Diploma or GED

- At least 21 years of age
- Valid state driver's license with a clean driving record
- Basic computer proficiency and ability to learn reporting software
- Strong written and verbal communication skills; ability to work respectfully with diverse populations

Preferred Qualification

- 1–2 years of security experience

Additional Information

Employment is contingent upon successful completion of a background check. Failure to provide authorization for the background check will nullify the offer of employment.

Application Instructions

Interested applicants should submit a cover letter and resume (preferably in PDF format) to humanresources@clintoncollege.edu.

Please include "Security Personnel" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.