CLINTON COLLEGE

1894

Security Personnel (Part-Time, Unarmed)

Status: Part-Time (20–30 hours per week, 2 openings)
Pay Rate: $16.00 per hour

Schedules:

- **Opening 1:** Saturday–Sunday, 6:00 a.m. – 6:00 p.m.

- **Opening 2:** Saturday–Sunday, 6:00 p.m. – 6:00 a.m.
  Opportunity for additional hours may be available

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, part-time 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 – Part-Time"** in the subject line. Applications will be reviewed on a rolling basis until the positions are filled.