



Position: Security Officer

Department: Campus Security

Employment type: Part-time, 20 hours or less

Overview: The Campus Security Work Study Student will assist in maintaining the safety and security of the campus by observing and learning from experienced security officers. The role includes performing duties related to public safety, emergency response, and general campus security operations while gaining valuable experience in the security and first responder field.

Work Schedule:

Job Duties and Required Competencies:

Career and Self-Development:

- **Skills:** Continuous personal and professional growth with an emphasis on security and emergency response.
- **Tasks:**
 - Develop career plans and goals within the security field by observing and interacting with experienced officers.
 - Seek opportunities for professional development and assume duties that contribute to career progression.

Communication:

- **Skills:** Effective verbal, written, and non-verbal communication with diverse individuals.
- **Tasks:**
 - Provide clear information and directions to visitors and College community members.

- De-escalate volatile situations and collaborate with department officers for guidance as needed.

Critical Thinking:

- **Skills:** Analytical decision-making and problem-solving under various conditions.
- **Tasks:**
 - Gather and analyze information from diverse sources to address security issues.
 - Summarize and interpret data, and respond to emergencies in adherence to established procedures.

Equity and Inclusion:

- **Skills:** Awareness and application of inclusive practices in security operations.
- **Tasks:**
 - Advocate for fair and equitable treatment and demonstrate flexibility in diverse environments.
 - Engage with all individuals impartially and address barriers related to systemic biases.

Leadership:

- **Skills:** Inspirational and role-model behavior with a focus on maintaining order and safety.
- **Tasks:**
 - Respond to complaints and disturbances, and make preliminary investigations.
 - Patrol the campus to preserve order and inspire trust among the community.

Professionalism:

- **Skills:** Dependability, integrity, and adherence to organizational standards.
- **Tasks:**
 - Lock and unlock buildings, answer phones professionally, and provide information as needed.
 - Demonstrate consistent attendance and reliability through all shifts and appointments.

Teamwork:

- **Skills:** Collaborative approach to security and conflict management.
- **Tasks:**
 - Patrol parking lots, issue warnings, and write tickets for violations.
 - Work collaboratively with campus police and other security personnel to ensure community safety.

Technology:

- **Skills:** Proficiency in security-related technology and record-keeping.
- **Tasks:**
 - Maintain accurate records and logs of security activities.
 - Monitor and check fire and safety devices, and utilize Microsoft products effectively for reporting and documentation.

Additional Responsibilities:

- Operate security and state vehicles.
- Escort individuals using motor vehicles or golf carts for safety.
- Provide limited assistance with motor vehicle problems.
- Be available for emergency situations and assist as needed during state emergencies.

Required Qualifications:

- Ability to effectively communicate and interact with the College community.
- Strong problem-solving skills and the ability to handle emergency situations.
- Dependable and professional demeanor with a commitment to security and safety.

Additional Considerations:

- Experience in security or law enforcement roles.
- Familiarity with Microsoft Office Suite (Word, Excel, Outlook) and security technology.

By fulfilling these responsibilities, you will contribute to a safe and secure campus environment, ensuring the well-being of the College community and gaining valuable experience in the security field.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu

