

## Campus Security Officer (Full-Time and Part-Time)

Campus Security Officer is responsible for patrolling the Brevard College Campus and enforcing safety and security standards on College property according to the prescribed rules and regulations of the institution and applicable federal, state and local laws.

A high school diploma or equivalent is required. Previous experience in law enforcement or security preferred; current North Carolina driver's license required. Person in this position should possess good communication skills and demonstrated experience working with multiple constituencies.

Physical Requirements: Medium work – exerts from 10-25 lbs. of force often. Subject to inside and outside conditions, Repetitive use of motor skills, walking, climbing stairs, etc. The part-time position has the ability to work irregular rotating shifts in a relief role.

### Essential Functions:

- Implements all security protocols/policies;
- Checks and secures all buildings and areas of the campus as instructed;
- Patrols campus consistently and regularly;
- Aids students, faculty, staff and visitors in areas pertaining to general questions/information, driving/parking on campus, and assistance with vehicles;
- Works with Campus Life staff for rounds of coverage of the residence halls and surrounding perimeter as well as with programming and incident reporting;
- Reports all unauthorized persons, vehicles, activities, fire hazards, and other dangerous or damaging situations;
- Completes electronic incident reports within the timeline of the same shift
- Works with Central Scheduling on the opening and closing of campus buildings, rooms, and areas as scheduled
- Performs other functions as assigned by the Director of Safety, Security, and Risk Management;

Qualified candidates should submit resume to Director of Security, Brevard College, One Brevard College Drive, Brevard, NC 28712 or electronically to [jacobssf@brevard.edu](mailto:jacobssf@brevard.edu), please reference "Security Officer" in the subject line. Applicants may also complete an application in the College's Human Resources Office.

In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all candidates considered for employment. Brevard College seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply.