

# **Security Officer**

**POSITION SUMMARY:** Mississippi College is seeking qualified applicants for the full-time position of Security Officer, Office of Public Safety. The Security Officer reports directly to the Director of Public Safety.

## **ESSENTIAL FUNCTIONS:**

- Assist the Director of Public Safety as needed consistent with the policies and goals of Mississippi College.
- Communicate effectively and regularly with shift personnel including the Shift Supervisor.
- Respond to incidents on the campus that include, but are not limited to fire calls, medical calls, and vehicle accidents.
- Complete electronic incident reports, accident reports, and medical reports.
- Control building and room lock down / opening procedures as put forth by the Office of Public Safety and/or Event Services.
- Assist students with inquiries or refer them to the appropriate office/person.
- Keep open channels of communication with students concerning policies, procedures, and any changes in schedule.
- Adhere to policies set forth in both the Public Safety Standard Operating Procedures and the Mississippi College employee policies and procedures.
- Maintain a neat and professional appearance and dress in the approved uniform.

## **OTHER RESPONSIBILITIES:**

- Perform other related duties as requested by the Director of Public Safety.

## **DESIRED QUALIFICATIONS:**

- Fully support the mission, vision, and values of Mississippi College.
- High school diploma required, Bachelor's degree or higher preferred.
- Previous Law enforcement, security, or emergency response experience preferred.
- Excellent oral and written communication skills.

- Possess the knowledge, skills, and abilities to perform the specific duties of the position.
- Willingness to work evening, overnight, weekend, and holiday hours as needed.
- Able to function on foot patrol and to work outdoors in inclement weather for extended periods of time.
- Possess a valid driver's license.
- Submit to and successfully complete a background investigation.

**Reports to:** Director of Public Safety

**FSLA Status:** Full-time non-exempt with benefits