



Terra is pleased to announce the following open position:

All positions contingent on funding

POSITION

Position Title	Security Officer - multiple positions
Reports to	Executive Director of Business Services
Department	Plant Operations
Is this position a supervisory position?	No
Office Location	

SCOPE

Summary of Posting	Provides services that preserve, protect and defend the health, safety and welfare of the College's students, faculty, staff, guests and invitees. Guards the College's assets and protects the College from liability. Makes regular and intermittent rounds of facilities and monitors activity occurring on campus.
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Job Responsibilities

Promotes the safety and security of all Terra students, faculty, staff and visitors.

Assures that all campus security systems and alarms are set and that all buildings are secure at the end of each day.

Management of all aspects of security operations on campus, including criminal incidents, emergency medical incidents; hazardous incidents, potentially violent incidents, auto accidents, and others.

Responds to incidents on campus, determines actions to take, and documents a complete written record of the incidents to meet federal and College reporting requirements.

Makes regular and intermittent rounds of facilities and monitors activity occurring on campus.

Addresses complaints and resolves problems.

REQUIRED QUALIFICATIONS

What minimum level of education is needed to satisfactorily perform the job at entry level?

One year of college level training, academy preparation, military training and/or a combination of equivalent experience and /or education required.

What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?

Strongly prefer ability in: Public Safety, OSHA Training, First Aid, Blood Borne Pathogen, MSDS Chemical Safety, OSHA Record Keeping, Valid Driver's License

What field(s) should the training or degree be related to?

Security

Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so, please list.

Items preferred, but not required (if applicable)

Associate Degree and/or 2 years of security/police/fire/military experience.

Knowledge

Proficient in word-processing, internet, and e-mail.

Skills

Effective problem solving skills.

Abilities

Demonstrated ability to multitask and manage in a dynamic, changing environment.
 Demonstrated ability to work with a diverse group of student, faculty and staff.

Demonstrated ability to work as a team player, and collaborate with colleagues.

Other Characteristic
(Personality, Attitude, Social
Presence, etc.)

COMPENSATION INFORMATION

Job Classification	Professional Staff
Job Type	Part-Time
Category	Non-Exempt (hourly)
Recruitment Type	External Posting open to general public
Union Position	No
Grade (if union position)	
Work Schedule	Varies - may require some evenings and weekends.
Hiring Range (Min - First Quartile)	Range begins at \$13.53

ADDITIONAL POSTING INFORMATION

Job Open Date	Immediate
For Full Consideration Apply By	30-May-09
Application Review Date	30-May-09
Job Close Date	open until filled
Required Application Materials	Cover letter; resume; official Terra application; Names and addresses of four references, one of whom must have been your supervisor.
Other Special Instructions	Please express your interest in this position by submitting your materials to: Terra Community College HR/Employment Opportunities 2830 Napoleon Road Fremont, OH 43420 OR hr@terra.edu

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