



JOB DESCRIPTION

JOB TITLE: Security Officer	FLSA: Non-Exempt
Department: Security	Revised Date: 10/1/24
Security Sensitive: Yes	Grade: A-12
Reports To: Lead Security Officer	

Job Summary

Under the supervision of the Lead Security Officer, who reports to the Vice President for Administration and Student Services, insures protection and safety of College property, students, faculty, staff and visitors.

Essential Functions

- Patrols all College buildings, student housing units and grounds;
- Observes, reports and corrects irregular and unusual conditions;
- Investigates and maintains incident reports of all occurrences and completes daily activities reports;
- Responds to requests for assistance regarding lost or stolen property, break-ins, or vandalism;
- Investigates and reports incidents of a criminal nature to the lead security officer or a member of the GCSO detachment assigned to the College. If the situation warrants, contact the appropriate law enforcement agency;
- Patrols all campus parking areas on a regular schedule and ensures compliance with handicapped parking places;
- Enforces campus parking regulations via tickets;
- Provides emergency assistance to individuals in the parking areas and facilitates;
- Provides evening escort service from the main campus to off-site parking lot;
- Carries out the established procedure for opening and securing campus buildings, offices and classrooms;
- Contacts emergency medical personnel when necessary;
- Provides courteous assistance for faculty, staff, students, and visitors;
- Maintains vehicle use records for campus vehicles;
- Directs individuals to various locations on campus;
- Monitors campus video security system;
- Required to drive College vehicles and secure appropriate credentials;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- High School diploma or equivalent and completion of approved Security Training course (A.A. degree in Law Enforcement preferred), and two years experience in security, or an equivalent combination of education and experience;
- First-aid and CPR training;
- Ability to establish and maintain effective relationships with students, faculty, staff, visitors and outside agencies;
- Ability to communicate effectively both orally and in writing;
- Competency in the use of PC's and associated software;
- Skill in problem solving and mediation conflict.

Work Environment

- This position is scheduled to work inside in a climate controlled area and an outside environment subject to weather extremes;
- Requires physical skills to be able to walk, climb stairs and make routine foot patrols;
- Ability to lift up to 50 pounds.

Special Requirements

- Will be expected to adhere to Galveston College Security Officer Standard Operating Procedures.
- Ability to work evening, weekend and holiday shifts.
- Subject to a criminal background check prior to employment and periodic times during your employment.
- Valid Texas drivers licenses and be able to drive Galveston College Security vehicle to remote campus locations

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature Date