

# Vacancy

H. Lavity Stoutt Community College is inviting applications for the position of  
**Security Guard**



## Job Description: Responsibilities

The Security Guard will promote an environment that provides for the safety and security of all persons and their personal property, and College premises and property by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry. The Security Guard also ensures that all applicable College rules and regulations are enforced and maintained. As an essential personnel, the Security Guard will be expected to report to work during unscheduled College closings as requested by an administrator.

### Duties include but are not limited to the following:

- Perform vehicle and foot patrol of the campus to monitor behavior and report suspicious activities;
  - Open and close buildings and monitor unoccupied spaces for unauthorized persons;
  - Monitor parking areas and provide assistance as needed;
  - Respond to emergency situations by providing first aid and alerting the administration, police or emergency personnel as appropriate;
  - Maintain communication with supervisor and other safety personnel on campus;
  - Maintain an activity log and prepare surveillance reports;
  - Prepare and submit incident reports to supervisor as appropriate;
  - Become thoroughly familiar with HLSCC security procedures and take appropriate action as stated in procedures;
  - Maintain order on campus and report all incidents and accidents as prescribed in the procedures;
  - Enforce College rules and regulations pertaining to students, faculty, staff and visitors while on HLSCC property;
  - Enforce emergency procedures during evacuations or other identified emergency situation;
  - Assist in coordinating emergency exercises such as fire drills; and
- Any other related duties or tasks that may be assigned.

## Qualifications and Experience

- The minimum qualification required is a High School Diploma;
- Prior knowledge of security operations and procedures;
- Excellent written and verbal communication skills.

Applicants should submit a cover letter of formal application, as well as a detailed resume of all educational and professional experiences together with copies of relevant credentials and three letters of reference. Applications should be addressed to the Acting Human Resources Manager and may be emailed to [mlatchman@hlscc.edu.vg](mailto:mlatchman@hlscc.edu.vg) or hand delivered to the Human Resources Department. For additional information, please call 541-2212.

**Salary: Commensurate with Experience**

**Closing Date: February 21, 2020**