

Unarmed Security Guard – Morris College

General Description

Responsible for maintaining a secure and protective environment by observing and taking action and reporting incidents or security violations involving the residents and initiating emergency response as appropriate. The Unarmed Security Guard monitors alarms and surveillance cameras, patrols Morris College's buildings and grounds, checks identification badges or proper identification at facility gate/entrance, and handles after-hours emergency calls that would enhance the safety of Morris College's students (commuting and residential), Faculty and Staff employees, and visitors/vendors. Works under general supervision with moderate latitude for the use of initiative and independent judgment. Completion of work requires the use of established methods and/or techniques and decisions are varied but based on well-defined guidelines in Security Services Post Orders Protocol/Manual

Specific Duties

1. Attends work on a regular basis and may be required to work a specific shift schedule or, at times, even a rotating schedule, extended shift, and/or overtime in accordance with agency leave policy and performs other duties as assigned.
2. Conducts routine patrol of buildings and grounds taking appropriate action upon discovery of unauthorized persons or activities.
3. Controls and enforces facility parking through the use of patrols, violation warning citations, towing, booting and explanation of rules as applicable.
4. Handles the dissemination and coordination of emergency responses and information, and notification to Morris College management and law enforcement personnel, if appropriate, in the event of emergency and/or security violation situations.
5. Assists in the detention and/or apprehension of suspects, where reasonably possible, in cases of unauthorized entry into buildings and work areas, malicious mischief, or other violations as denoted in Morris College Student Handbook and Morris College Personnel Policy Handbook
6. Prepares timely and accurate documentation relative to all emergencies and/or security violations
7. Attends and participates in all mandatory training to meet requirements, maintain job-competence, and develop professionally.

Required Skills

1. Skill in oral and written communication, including writing incident and other investigative reports
2. Ability to communicate with potentially aggressive students, visitors, and Morris College employees in a calm and firm manner.
3. Ability to patrol grounds, detect danger, and take appropriate action
4. Physical ability to walk extensively, run occasionally, and assist in restraining during an emergency
5. Ability to drive a college-vehicle.
6. Ability to obtain and maintain SLED Security Armed and Unarmed Guard Certification

Overall Requirements

1. Must be at least 18 years of age.
2. Must have a High School Diploma or GED.
3. Must have a reliable means of transportation (public or private) and have a reliable means of communication (i.e., pager or phone).
4. Valid Driver's License and clean driving record
5. Must be willing to participate in the Morris College's pre-employment screening process, including drug screen and background investigation.

Please send employment application, resume, cover letter to the Attention of Abby Lawson in Office of Human Resources at Morris College, 100 West College Street, Sumter, South Carolina 29150 or electronically at alawson@morris.edu.