Southeastern Community College
EMPLOYMENT OPPORTUNITY

Security Guard Part-Time

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Minimum Requirements for the Position

1. Must be at least 18 years of age or older
2. Must have a high school diploma or GED
3. 5 years of verifiable employment history, security experience preferred
4. Candidate must provide copy of local background check
5. Ability to communicate effectively both orally and in writing for the purpose of public interaction
6. Neat and professional appearance
7. Ability to handle typical and crisis situations efficiently and effectively on campus

Primary Function of the Position

1. Patrol campus and premises to ensure security of buildings and grounds
2. Investigate disturbances
3. Monitor entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises
4. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
5. Circulate among visitors, patrons, and employees to preserve order and protect property
6. Warn persons of rule infractions or violations
7. Shift schedule may vary

Excellent references from previous employers must be furnished upon request.

A completed Southeastern Community College application form, a resume and educational transcripts/diploma (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Applications taken until job is filled.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472.

An Equal Employment Opportunity/Affirmative Action Employer