



Safety and Security Officer – 12-month

SOWELA Technical Community College invites enthusiastic, self-motivated professionals to apply for the position of Safety and Security Officer. This is a full-time, twelve-month, position available Fall 2017. This position will be located at the Lake Charles campus.

Position Summary:

This position will provide a full range of Campus Safety and Security services with primary emphasis on enforcing campus laws, protecting the college personnel, protecting state property, investigating campus crimes and accidents, providing emergency assistance, securing campus facilities, conducting active foot and mobile patrols, enforcing parking and traffic regulations, working with local law enforcement in liaison with the Lead and/or the Chief Safety and Security Officers; and the Executive Director of Facilities Planning & Management on all emergency issues. The incumbent shall develop and maintain positive public relations with students, faculty, staff/administrators, and patrons.

Essential Duties and Responsibilities:

80% - Have the ability to manage other campus security officers, securing and/or opening facilities, enforcing parking and traffic regulations, conducting active foot and mobile patrols, trains and oversees campus security officers and student worker parking attendant officers, provide emergency assistance, intervene in serious complex matters, surveilles every site facility being visible to faculty and staff. Assist faculty and staff as needed, attend offsite activities as applicable, work special assignments and meets daily with the Lead and/or the Chief Campus Safety and Security Officer; and/or the Executive Director of Facilities for updates, as applicable; Attends offsite security training, liaise with sister college police forces and/or safety and security units to ensure smoother operations; Develop a relationship with local law enforcement; and Provide foot or mobile security patrol.

10% - Monitor surveillance cameras, investigate campus crimes and emergencies, monitor traffic, maintain security logs, prepare reports that include the number of traffic violations and cost to assist in managing the Safety and Security department needs; and reports weekly activities to the Lead and/or the Chief Safety and Security Officers; or to the Executive Director of Facilities Planning and Management as applicable.

5% - Develop applications of policies/procedures using independent judgement; identifies and recommends changes to processes, policies and procedures to better expedite departmental processes. Attend emergency medical training.

5% - Perform any other duties as assigned by the Lead and/or the Chief Campus Safety and Security Officer(s); or the Executive Director of Facilities Planning & Management.

Education and Work Experience

Minimum of a High School Diploma or GED; Law enforcement experience and/or a combination of education and experience from which comparable knowledge and skills are acquired.

Have the ability to:

- 1) Respond to emergencies and renders assistance as required;
- 2) Prepare reports on activities;
- 3) Provide crowd and traffic control at special events; and
- 4) May be required to intervene in situations utilizing force if necessary to make an arrest, to restore order, prevent interference with normal operations or to protect persons or proper.

Necessary Special Requirements

The selected candidate must:

- 1) Be at least twenty-one (21) years of age at the time of application and/or employment in this position;
- 2) Possess a valid Louisiana driver's license at time of appointment;
- 3) Be State Board Certified to carry a firearm or have completed the Peace Officers Standards and Training (POST) course; and
- 4) May be required to qualify annually with a firearm.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To request an official application and a copy of the position description, email resume@sowela.edu.

Accepting applications until position is filled.

Send application, cover letter, resume, and copy of transcript(s) to: Director of Human Capital Resources & Payroll, Office of Human Capital Resources & Payroll, SOWELA Technical Community College, P.O. Box 16950, Lake Charles, LA 70616-6950 or fax (337) 491-2135.

SOWELA is an equal opportunity, equal access educational institution committed to diversity in education and employment; and does not discriminate on the basis of race, color, creed, national origin or ancestry, sex, sexual orientation, genetic information, pregnancy status, religion, veteran status, age or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Sections 503 and 504 of the Rehabilitation Act, Age Discrimination Act, VEVRAA and Title II of the ADA.