Security Officer

Position Information

Under the supervision of the Facilities Manager, performs duties to ensure the safety and security of WETCC students, visitors, and employees. Performs essential security functions to ensure the facilities are a safe and secure environment.

Duties & Responsibilities:

1. Patrols premises to prevent and detect signs of intrusion and ensure security of doors, window and emergency exits.
2. Monitors and authorizes entrances and departure of employees, visitors, students and other persons to guard against theft and maintain security of premises.
3. Assists the Facilities Manager with managing and maintaining the College’s Master Key Control Log.
4. Inspects and adjusts security systems, equipment and machinery to ensure operations use and detect evidence of tampering.
5. Warns persons of rule infractions or violations, and apprehends or evicts from premises, contacts local authorities if necessary.
6. Answers alarms and investigates disturbances.
7. Circulates among visitors, students, patrons and employees to preserve order and protect property.
8. Actively communicates suggestions to establish and improve safety and security guidelines and policy/procedures.
9. Calls police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
10. Screens individuals and prevents passage of prohibited articles on to WETCC properties.
11. Answers telephone calls to take messages, answer questions and provide information during business hours.
12. Escorts or drives motor vehicle to transport individuals to specified locations and to provide personal protection.
13. Responsible for maintaining a daily crime log, as outlined in the Higher Education Act (HEA) Sec. 488, disclosure reference no. 20. (attached)
   a. This log may include reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons or unusual occurrences.
14. Prepares annually a security report and fire safety report or a notice of the reports to all
current students and employees as well as to prospective students and employees, as
outlined in the Higher Education Act (HEA) Sec. 488, disclosure reference no. 20.
(attached)
15. Responsible for complying with, upon request, information for crime victims about
disciplinary proceedings, as outlined in the Higher Education Act (HEA) Sec. 488,
disclosure reference no. 23. (attached)
16. Participates in professional development activities and serves on college committees that
support the goals and mission of the college.
17. Actively participates in planned and informal outreach and retention activities.
18. All other duties assigned as related to position.

Work Schedule: Monday – Friday, 12-8:30 pm

Advertised Salary: $19.21/hour.

Minimum Qualifications:
High School diploma or equivalent required.
Minimum two years of work experience in the security field required.

Certificates, License and Registrations:
Current driver’s license and insurance required.
Individual Background Check required upon hire.
May be required to travel for professional development and job-related activities.

Knowledge, Skills & Abilities:
• Knowledge of college policies and Student Code of Conduct.
• Excellent interpersonal skills.
• Ability to make appropriate judgment in responding to situations, including but not
limited to emergencies.
• Ability to establish and maintain effective working relationships on campus and in the
community.
• Ability to provide excellent customer service.
• Ability to communicate effectively through written and oral correspondence.
• Ability to multitask and apply problem solving techniques as necessary.
• Ability to be a team player.
• Must be able to meet the daily physical demands of the work environment.
• Must be able to lift at least 50 lbs.
• With regard to social mediums such as Facebook, Twitter, LinkedIn, YouTube,
representation of the employee’s personal opinions as being endorsed by the College or
any of its organizations to promote any opinion, products, cause, or political candidate is
strictly prohibited.
Applicant Materials Required: Cover Letter, resume, three professional references, completed WETCC application, and background check consent form; application and consent form can be found at www.wetcc.edu.

Benefits:

WETCC offers a comprehensive benefits package for full-time employees, including: Company-paid life and disability. Other benefits include Health, Dental, H.S.A. with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA. The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC also offers annual leave and sick leave, they both start accruing from the date of hire.

WETCC also has 17 paid holidays a year.

About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 “…to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area…”

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

Purpose Statements:

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision - Gidinwewininaan Gibimiwidoomin niigaanakeyaa – “We are carrying along into the future the way that we were given”
The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.