



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

### Intent to Employ Part-Time

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#### POSITION

Campus Security Monitor (PT)

This is a part time position not to exceed 19 hours a week

**Posting Date:**

2/25/2021

**Closing Date:**

Ongoing

#### POSITION AVAILABLE

As Needed

#### REQUIRED QUALIFICATIONS

- Must be a High School Graduate or possess a GED. A valid driver's license with acceptable driving record.
- Physical ability to perform essential job duties
- Effective oral and written communication skills
- Ability to deal courteously but firmly with the general public
- Ability to act responsibly without immediate supervision and exercise independent judgment in handling emergencies;

#### PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Ability to handle multiple tasks and various situations in a professional manner

#### SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary Schedule L:

#### DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Campus Chief of Police the Dean of Business and Finance, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Report emergency and non-emergency calls to Campus Chief of Police.
- Render first aid at accidents on campus.
- Report missing/stolen property and any other criminal activity.
- Provide escort services for visitors, students, staff, faculty and individuals responsible for transportation of monies to or from the campus.
- Provide public assistance, first aid, and vehicle jump-starts,
- Provide building security, including locking and unlocking doors.
- Preserve evidence, secure crime scene until arrival of police officer.
- Testify in court as required.
- Write and file daily activity report with superior officer.
- Work well with others and show respect to all college constituents.
- Perform other job-related duties as assigned by Campus Chief Police, Dean of Business and Finance, or the President.

#### APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community

College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at [www.wccs.edu](http://www.wccs.edu) and should be returned to:

**Human Resources Department**  
Wallace Community College Selma  
3000 Earl Goodwin Parkway  
P.O. Box 2530  
Selma, AL 36702-2530  
Phone: 334-876-9319, 876-9338  
Fax: 334-876-9334  
Website: [www.wccs.edu](http://www.wccs.edu)

**Or submit application packet to [employmentpacket@wccs.edu](mailto:employmentpacket@wccs.edu). Please add your name to the subject line of the email.**

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

**Please Note:** If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

#### **APPLICATION DEADLINE**

All application information must be received in the **Human Resources Office**. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

**Note:** In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Campus Chief Police, the Dean of Business and Finance, the President, and the State Board of Education, responsibilities will include the following: