



NORTHERN MAINE COMMUNITY COLLEGE
POSITION ANNOUNCEMENT
September 4, 2019

TITLE: College Safety and Security Officer

BARGAINING UNIT/SALARY RANGE: MSEA Support Services Unit, Range 12

RESPONSIBILITIES: Under general supervision, is responsible for maintaining a safe and secure environment for students, faculty, staff, and visitors on campus. Patrols buildings and grounds to assure safe and secure campus; monitors security systems for campus mechanical/heating systems and surveillance cameras; writes incident reports; enforces college policies, rules and regulations and warns violators of rule infractions; reports and responds to fire, medical and criminal emergency situations; enforces campus parking regulations; and provides customer service to visitors. Responsible for shoveling, plowing and sanding during inclement weather. Works night and weekend shift.

MINIMUM QUALIFICATIONS: Associate degree in criminal justice or security, two years' related experience, and valid State of Maine driver's license.

KNOWLEDGE, SKILLS AND ABILITIES: Experience in the basics of the principles of safety and security in a college setting, ability to work with diverse groups, experience handling irate person situations, computer literate, ability to work shifts including nights and weekends, and ability to operate plowing and sanding vehicles and equipment. Ability to communicate effectively orally and in writing is essential.

BENEFITS: Employer paid health, dental, and life insurance for employee (spouse, domestic partner, dependent coverage also available), Maine Public Employees Retirement (MPERS) in lieu of social security, generous vacation and sick time allowances, 12 paid holidays, professional development and free tuition within the MCCS.

APPLICATION PROCEDURE: Review of applications will begin immediately and will continue until the position is filled. Interested applicants should submit a cover letter, resume, official transcripts, NMCC Employment Application, and names of three professional references **by Friday, September 20** to:

Beth Hummel, Human Resources
Northern Maine Community College
33 Edgemont Drive
Presque Isle, ME 04769

Northern Maine Community College is an Equal Opportunity/Affirmative Action institution and employer. For more information about this commitment, please call the Affirmative Action Officer at 768-2791.