

Job Classification: Non-Exempt, Full-Time

Work Schedule: Varies based on campus needs

Compensation: Pay Grade 9 (*Salary Range: \$15.41 - \$19.26 per hour*)

Reporting Relationship: Chief Information Security Officer

Closing Date: *Open until filled*

Primary Accountabilities:

The primary responsibility of this position is to help ensure the safety and security of the Manhattan Area Technical College, "College" community by conducting high visibility patrols of the interior of the main building, exterior all buildings and the grounds and facilities of the College property as assigned; provides security presence in the College buildings and facilities; secures/closes the College buildings and facilities according to specified schedules; prevents, detects and reports violations of the College policies.

Major Duties:

- Secures premises and personnel by patrolling property, monitoring surveillance equipment, inspecting buildings, equipment, and access points; permitting entry.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains the organization's stability and reputation by complying with legal requirements.
- Capable of detecting and reporting conditions which might cause loss or damage to property.
- Be able to work under stressful situations and maintain a productive working relationship with co-workers, faculty/staff, students, clients, and guests.
- Provides nightly closing duties, if applicable.
- Attends all required meetings and training as needed.
- Performs all other duties as assigned.

Qualifications:

- High school graduate or equivalent, Associates degree preferred
- Two years' work related experience or an equivalent combination of education and military and/or security experience, particularly in a campus environment
- Work schedule flexibility to help with campus situations or events
- Knowledge of legal guidelines for area security and public safety
- Familiarity with report writing
- Proficient with using email, word documents, and other department computer systems
- Excellent surveillance and observation skills
- Tech-savvy with experience in surveillance systems
- Trained in First Aid/BLS and self-defense
- Possess a valid driver's license
- Must be able to pass a background check

Physical Demands:

- Ability to sit for extended periods of time.

- Ability to stand or walk for extended periods of time.
- Ability to read computer screens and mail, email, talk on the phone.
- Ability to unpack and move supplies up to fifty (50) lbs.
- The ability for a flexible work schedule based on campus events schedule.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS:

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to an employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All ‘offers of employment’ are subject to a criminal background check prior to employment.

Employee Signature

Date

Supervisor Signature

Date