

**INTERNAL
JOB ANNOUNCEMENT
SECURITY GUARD – F/T**

OPENING DATE: June 26, 2017
REVIEW DATE: June 29, 2017
CLOSING DATE: Open until filled
START DATE: As soon as possible
SALARY: \$32,000 Max. DOE

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

This position helps plan, establish and implement security procedures for the main campus of Northwest Indian College. With a high emphasis on student and employee safety, the Security Guard performs work under the supervision of the Security Officer, and in collaboration with the Dean for Student Life and the Director of Residence Life. The Security Guard will patrol the premises to prevent and detect signs of intrusion and ensure security of doors and windows. The incumbent will answer alarms and investigate disturbances; monitor and authorize entrance and departure of residents, visitors, and other persons to guard against theft and maintain security of premises; call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons; and apprehend or remove violators from premises to work in conjunction with Lummi Law and Order.

DUTIES AND RESPONSIBILITIES

1. Assists in identifying and developing methods to improve campus safety, work processes, efficiency, and/or quality.
2. Assists in activities in developing college security measures which comply or add new information to the Northwest Indian College Comprehensive Emergency Management Plan.
3. Implements security regulations and restrictions relative to institutional safety.
4. Works with the Dean of Student Services and the Director of Residence Life to provide security program that includes security coverage for Student Residence Housing on weekends.
5. Protects and responds with sensitivity to the needs of students, staff members, and guests in all interactions.
6. Assists in conducting pertinent investigations and writing detailed, grammatically correct reports regarding any incidents that threaten the safety of any students, staff members, and/or guests.
7. Locks and unlocks buildings; secure buildings when facilities are not in use by checking for unlocked doors, windows; reports any unauthorized occupants.
8. Maintains a nightly security log for student incidents.
9. Consults and coordinates with the Security Officer and Lummi Law and Order when necessary.
10. Monitors the video and security activities for the Residence Life Campus.

11. Assists in implementing and regulating traffic flow and addressing safety issues for the campus in the event of a fire drill, fire alarm, security alarm, or any other natural disaster.
12. Acts as first responder for when the ADT security system or fire alarm system is activated, or for any institution-wide emergency situations when necessary.
13. Inspects student rooms to search for alcohol, illegal drugs, or other reasons deemed appropriate for entry.
14. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications:

- High School Diploma or GED and one to two years of college coursework in Police Science, Criminal Justice or closely related field; or
- One to two years of experience in the Security field. (Note: Military and/or Volunteer experience directly related to this position may be considered.)
- Good working knowledge of security operations, safety practices and enforcement procedures in a college environment.
- Ability to interact with all members of the public, staff and management, vendors, health/safety regulatory agencies, and community organizations.
- Maintain professional work relationships;
- Ability to communicate effectively both orally and in writing with staff and the public.
- Ability to understand and follow standard operating procedures.
- Ability to perform duties in a professional manner and with appropriate appearance.
- Ability to write and investigate required reports.
- Ability to use good judgment and make independent decisions within established policy and procedures.
- Ability to be detailed oriented and possess excellent interpersonal abilities.
- Must be able to cope with mental and emotional stress related to working with persons who are emotionally upset.
- Ability to maintain regular attendance and demonstrate reliability and dependability.

Preferred Qualifications:

- Experience or training in non-violent conflict resolution and /or de-escalation techniques.
- Experience working in a college setting /team environment.
- Experience working in Native communities.
- Experience with and sensitivity to Native American people and cultural customs.

Other Qualifications:

- Must be able to pass a background check with no previous felony convictions.
- Must possess have a current driver's license and a driving abstract that meets employer qualifications for insurability.

Certificates, Licenses, Registrations:

- Must possess a valid First Aid/CPR card or will obtain one within the first 60 days of initial hire.

Other Skills and Abilities:

- Must be able to work evenings, weekends, and holidays.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu