

Title: Night Security

Department/Division: Upward Bound

Date Prepared: January 16, 2018

Reports To: Upward Bound Coordinators

Classification: Part-time

POSITION SUMMARY

Upward Bound provides academic and enrichment activities to 250 high school students. The program offers a summer residential component focused on enhancing the academic skills of the participants and provides participants with fast-paced, intensive academic coursework and other social, cultural and recreational enrichment activities.

Night Security is responsible for maintaining safety and security in the residence halls between the hours of 11:00pm and 4:00am. They are responsible for enforcing rules and regulations to ensure the smooth and orderly operation of the Upward Bound programs and to communicate with other staff to resolve any problems with individual students. They work closely with the Upward Bound Staff and the Seminole State College Police Department to address any safety concerns that occur in the residence halls. They may confront issues of policy, safety or security, as well as work in conjunction with Upward Bound Staff to assist in times of emergency or crisis.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Represents Seminole State College and the Upward Bound Projects in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- Upholds the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- Performs job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.
- Handles confidential information with tact and discretion.
- Monitor student behavior while in Residence Hall.
- Make regular rounds to ensure that residents and areas are safe and secure and that participants are in their assigned rooms.
- Enforcing bedtime rules.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.
- Some travel may be required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Strong leadership qualities and have the ability to function as a team player.
- Communicates constructively and effectively.
- Possess strong organizational, time management, and human relations skills.
- Must successfully pass a criminal background check.

This position is Sunday thru Wednesday 11:00pm to 4:00am. Applications are available in the Upward Bound Office, Scott Building, Room 108. Completed applications should be returned to the Upward Bound Office or mailed to the address below. Please provide a current college transcript with your completed application.

**Seminole State College
ATTN: Upward Bound
P.O. Box 351
Seminole, OK 74818**

SSC is an AA/EEO employer committed to multicultural diversity.

SSC participates in E-verify.