

TITLE: Sponsored Programs Overnight Security Officer
DEPARTMENT/DIVISION: Upward Bound
REPORTS TO: Director of Upward Bound
CLASSIFICATION: Temporary (Part-Time)

POSITION SUMMARY

Under general supervision the Overnight Security Officer will monitor both residence halls during the Upward Bound summer camp to ensure the security of all participants and staff. They will assist in public safety emergencies, complaints, concerns or questions and administer proper procedures to ensure the safety of participants and staff.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College 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 practices of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handles confidential information with tact and discretion.
- Inspect and maintain the security of residence halls in use by camp participants.
- Respond to public safety emergencies, complaints, concerns or questions and administer proper procedures to ensure the safety of participants.
- Assist in evacuation of participants in the event of emergency situations.
- Secure all outside doors at lights out.
- Periodically patrol outside premises of residence halls in use.
- Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Strong leadership qualities and can 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.

APPLICATION PROCEDURE:

Applications are available in the Upward Bound office (Scott 108) during regular business hours (8:00 AM – 4:00 PM). Completed applications should be submitted along with college transcripts (if applicable) to: Upward Bound, Seminole State College, P. O. Box 351, Seminole, Oklahoma 74818.

DEADLINE FOR APPLICATIONS:

Application reviews will begin on April 2, 2025 and will continue until the positions are filled.