



HR BULLETIN

November 14, 2007

SECURITY OFFICER

POSITION SUMMARY: Works the various hours to provide necessary service and assistance and guard material resources, personnel, students, and grounds, in order to prevent loss, damage, injury, or compromise.

RESPONSIBILITIES:

- Patrols, periodically, buildings and grounds of college
- Examines doors, windows, and gates to determine that they are secure
- Warns violators of rule infractions and reports noncompliance
- Enforces traffic and parking regulations and writes appropriate tickets
- Assists visitors, students, faculty, and employees as required
- Lock/unlocks buildings at designated times
- Watches for and reports irregularities such as fire hazards or malfunctioning utilities such as leaking water pipes, and unsecured areas
- Sounds alarm or calls police or fire department by telephone in case of fire, presence of threatening or possibly dangerous unauthorized persons, or apparent criminal activity. Assists police and fire personnel as necessary
- Registers at all card reader stations to record time of inspection trips
- Files written reports regarding violations of college rules of conduct, property damage, unusual occurrences, criminal activity, and malfunctioning of machinery or utilities, for use of supervisory staff, facilities management, or administration

REQUIREMENTS:

- High school diploma or general education degree (GED) (2 years of college preferred); plus one to three years related experience and/or training; or equivalent combination of education and experience
- Ability to write reports and basic correspondence
- Ability to effectively present information in one-on-one and small group situations
- Ability to lift 30 lbs.
- Good interpersonal and problem solving skills

Applicants from outside ENC may make application by submitting their resume along with a cover letter and statement of faith to: Fran Wright, Eastern Nazarene College, 23 East Elm Avenue, Quincy, MA 02170 email: wrightf@enc.edu fax: 617-745-3723

Eastern Nazarene College, a four-year, liberal arts, residential college of the Church of the Nazarene, located on Boston's South Shore, seeks qualified persons to fill faculty and staff positions. Applicants should be committed Christians and active in a local church. Preference in hiring is given to those with Wesleyan convictions and background, though qualified applicants from other Christian traditions will be considered as well.