



**Human Resources**  
 P. O. Box 185, Grantsboro NC 28529  
 252-249-1851, ext. 3005  
 Website: [pamlicocc.edu/employment](http://pamlicocc.edu/employment)

**An Equal Opportunity Employer**

## VACANCY LISTING FOR CAMPUS SECURITY OFFICER

*Pamlico Community College policy prohibits discrimination based on race, gender, color, creed, national origin, age, sexual orientation, or disability.*

<b>POSITION:</b>	<b>Campus Security Officer, Unarmed (Part Time 8:00 am – 3:00 pm 2 days per week and 3:00 pm to 10:00 pm 2 days per week Mon - Thu)</b>
<b>JOB SUMMARY:</b>	Responsible for maintaining security and safety of persons and property on the College campuses; enforcing federal and state laws and College rules and regulations; identifying potential security and safety hazards; being observant and responding to potential activity on campus; maintaining good public relations by assisting others as a source of information and direction; controlling and regulating traffic and parking; investigating all security and traffic incidents.
<b>QUALIFICATIONS:</b>	<p><b>Education/Certifications:</b>          High School diploma. Associate degree from a regionally accredited institution preferred. North Carolina BLET graduate preferred.</p> <p><b>Experience &amp; Skills:</b>          Minimum of one years' security or law enforcement experience preferred.</p> <p>Maintain a high standard of professionalism in representation of the College including confidentiality in all aspects of the position.</p> <p>Work cooperatively with team members and colleagues while promoting a positive and productive environment.</p> <p>Moderate physical labor may be required on occasion and working outside in adverse weather conditions is common.</p> <p>Must be able to lift up to 50 pounds, to walk up and down stairs, and to walk for extended periods of time.</p> <p><b>Other:</b>          Must have a valid NC driver's license and meet all NC requirements for unarmed security officers.</p>
<b>POSITION AVAILABLE:</b>	<b>Immediately</b>
<b>SALARY:</b>	\$15.00 per hour
<b>BENEFITS:</b>	Paid Leave
<b>DEADLINE TO APPLY:</b>	03/15/24

**This procedure must be followed or application may be rejected. Candidates should submit:**

1) a signed Pamlico Community College application, which can be obtained at the college website <http://www.pamlicocc.edu/about-employment.php> or by calling (252) 249-1851, extension 3005; 2) a photocopy of college transcripts, if applicable; and 3) a resume.

The resume is not a substitute for a completed application; the application must include work history. If you have transcripts already on file, please specify. Incomplete applications will not be eligible for consideration, and all requested information must be received by the deadline date. Mail to Human Resources, P.O. Box 185 (5049 Highway 306 South for carrier deliveries), Grantsboro, NC 28529; or email to [smcroy@pamlicocc.edu](mailto:smcroy@pamlicocc.edu) with position title in subject line; or fax to 252-249-1622 ATTN: Human Resources. Employment and selection procedures are outlined in Chapter 6 of PCC's [Policies and Procedures](#).