



Position Open Notice
Security Officer
Part-time
Thatcher, Arizona

College and Area Information:

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Position Summary and Organizational Relationship:

The Security Officer position reports to the Police Director of Enterprise Risk Management and will perform a variety of tasks to ensure the safety and security of the college campus. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor

Required Qualifications:

Required qualifications to effectively perform job. An equivalent combination of education, training, and experience will be considered.

- Associate degree in administrative justice, or related field; or an equivalent combination of training and experience that provides the required knowledge, skills, and abilities.
- Must possess and maintain a valid, current driver's license.
- Must be at least 18 years of age or older.
- First Aid/Basic Life Support certification preferred.

Essential Functions:

- Ensure the safety and security of individuals and physical facilities on campuses.
- Patrol the college campus in a vehicle and on foot.
- Enforce College policies and regulations.
- Remain in compliance with local, state, and federal regulations.
- Investigate incidents involving civil, misdemeanor and felony offenses.
- Report any problems to Campus Police Officer on duty or call local police department when applicable.
- Conduct interviews of suspects and witnesses.
- Provide security for athletic, cultural, fine arts, and other events on campus and provide security for dignitaries when called upon.
- Lock and unlock buildings, classrooms, and other facilities according to schedules.
- Immediately respond to medical and other emergencies to provide necessary assistance.
- Follow procedures for various initiatives, fire prevention, property patrol, traffic control and incident investigations.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Ability to work well both independently and as part of a team.
- Strong interpersonal skills in working with the public, providing customer service, successfully resolving customer issues in an efficient and effective manner.
- Strong work ethic and the ability to work both independently and/or with supervision to achieve desired results.
- Ability to work outdoors in all kinds of weather.
- Well-developed knowledge of security operations and procedures.
- Familiarity with the mission and purpose of Eastern Arizona College.
- Willing and able to work a non-traditional schedule and respond to emergencies at any time

Physical Abilities:

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand, and bend at the knee and waist, and walk.
- Must be able to have repetitive wrist, hand and/or finger movement.
- Must have finger dexterity and hand-eye coordination.
- Regularly required to reach and grasp items, and to stoop, kneel, crouch, crawl, and climb.
- Regularly required to lift or move items of over 50 pounds.
- Regular attendance is a necessary and essential function.

Working Environment:

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Works both in indoor and outdoor conditions and may be exposed to extreme temperatures and inclement weather conditions.
- May occasionally be exposed to bodily fluids and potentially hazardous situations.

Application Information:

Applicants should send a resume, a cover letter addressing each of the required qualifications and describing experience related to the position responsibilities and a signed copy of the EAC application form, available on EAC's website ([EAC Application Form](#)). Application materials can be emailed to careers@eac.edu or mailed to the address listed below:

Eastern Arizona College
Human Resources – SS 209
615 N. Stadium Avenue
Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.

Closing Date:

The position is open until filled. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is **\$21.08 per hour**. The anticipated position start date is as soon as practical once the successful candidate is identified.

Questions:

Human Resources Department
Voice: (928) 428-8915
FAX: (928) 428-2580
E-mail: Careers@eac.edu

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities.

Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at <https://eac.edu/student-life/campus-safety.php>. A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at the EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ.

A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.