

Mid-America Baptist Theological Seminary Security Officer Job Description

Job Title: Security Officer – Evening Shift
Department: Security
Reports To: Director of Security
FLSA Status: Part-time Non-Exempt
Prepared Date: June 25, 2024
Classification: Regular Part-Time

SUMMARY

The Security Officer works under the supervision of the Director of Security. Responsibilities include assisting the Mid-America Security Team in maintaining a safe and secure environment for students, staff, faculty, and visitors of MABTS. The security officer functions as a member of the MABTS security team and enforces seminary rules and regulations as well as applicable laws as required by the State of Tennessee. The candidate should have general computer skills and be physically able to meet necessary duties and responsibilities. The major responsibility of this position is to provide security and safety to our faculty, staff, and students. They will greet visitors, be responsible for answering and forwarding calls, and directing guests to the proper locations. Therefore, the candidate should demonstrate a high level of interpersonal skill for performing this job.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed or required.

Specific Duties include:

- Must be available to work hours needed to cover the evening shift
 - Evening Shift: Hours vary between 1:30pm to 10:00pm (daily hours are adjusted for Wed. and Fri. evening shifts and as the needs of the seminary fluctuate).
 - Weekly schedule will not exceed 29 hours.
- Monitor evening events on campus for a safe and secure environment
- Assist the security team as needed for seminary sponsored events
- Professional interaction with students, staff, faculty, and guests
- Perform routine patrols of the campus facility and grounds
- Perform security and safety checks of the facility and grounds, including but not limited to:
 - Safety hazards
 - Fire prevention
 - Vehicle safety
 - Traffic control
 - Doors and locking systems
 - Lighting and environmental reporting
 - Camera monitoring
- Answer phone calls, Greet visitors
- Close and lock all gates at the close of the evening shift.
- Special projects as required

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Specific Skills**
 - Proficiency in Microsoft Office products (Excel, Word, and Outlook).
 - Excellent people skills
 - Great attitude
 - Communication skills
 - Self-motivated
 - Ability to work independently

- **Education and/or Experience**

Certification as an Armed Security Guard with the Tennessee Department of Commerce and Insurance (MABTS will provide if needed). Certification and compliance with the Tennessee Preferred to have Private Protective Service’s laws and rules in carry and use of firearms, stun devices, baton, and chemical spray (MABTS will provide if needed). Related experience in the military or law enforcement is preferred. Armed security guards must use their own firearm. (MABTS does not provide).

- **Language Skills**

Ability to read and interpret documents that deal with security and safety requirements, rules, procedures, and laws as provided. Ability to write routine reports and correspondence. Ability to speak effectively before students, staff, faculty, and guests.

- **Physical Ability**

Ability to carry out the duties physically required for patrolling the facility and grounds on foot (may involve running), carry approximately 20 lbs. of equipment as needed, and “to effect an arrest” if necessary.

- **Reasoning Ability**

Ability to solve problems and deal with the public in situations as a representative of MABTS for the best interests, protection, and safety of property, staff, faculty, students, and guests. Ability to interpret a variety of material furnished in written, oral, diagram, or schedule form. Ability to find solutions to problems independently if other members of the security team are unavailable.

- **Work Environment**

Mostly indoor environment, outdoor may be needed at times.

- **Other Qualifications**

Sincere allegiance to the mission of Mid-America
 Personal faith in and commitment to Jesus Christ
 Professional expertise and integrity
 Excellent interpersonal skills
 Related experience preferred in military or law enforcement
 Excellent organizational skills preferred

- **Other Skills and Abilities**

General computer skills for operation of camera and door lockdown systems

This description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.