



Title: College Security Assistant
Reports to: College Safety and Security Director
Terms: Part Time, Hourly, Non-Exempt (up to a maximum of 30 hours weekly)
Salary: \$13.00 - \$14.50 per hour, Depending on Experience

Position Summary

The College Security Assistant supports the College's campus safety and security operations by maintaining a visible presence, conducting routine patrols, securing facilities, and assisting students, employees, and visitors. This position helps ensure a safe and secure environment through proactive patrols, facility monitoring, incident response, and documentation of security activities.

Essential Functions

Campus Safety Operations

- Conducts routine patrols of campus buildings, grounds, parking lots, and surrounding areas.
- Secures buildings by locking and unlocking doors according to established schedules.
- Monitors campus facilities to ensure doors are secured, lights are turned off, and facilities are safe at the end of operational hours.
- Provides security coverage for assigned shifts including evenings, weekends, and special events.
- Assists with monitoring access to facilities and opening doors for authorized individuals.
- Ensures facilities are properly secured at the end of assigned shifts.
- Assists with ID verification and parking permit enforcement.
- Maintains situational awareness of campus safety conditions and reports concerns to the College Safety and Security Director.
- Communicates routine operational updates and concerns to the College Safety and Security Director.



Patrol and Incident Response

- Responds to routine security incidents following established procedures.
- Provides escorts or assistance to students and employees when safety concerns arise.
- Assists with medical situations by contacting emergency services and providing support until responders arrive.
- Assists students needing transportation to medical facilities according to college procedures.
- Exercises sound judgment in routine security matters and communicates significant incidents to the College Safety and Security Director.
- Issues warnings and documents violations of college policies as directed.

Reporting and Documentation

- Completes incident reports and daily activity logs accurately and in a timely manner.
- Documents security incidents in the designated reporting system.
- Communicates incidents and operational concerns to the College Safety and Security Director.
- Maintains confidentiality of security reports and sensitive information.

College Community Support

- Maintains a visible and professional presence to promote a sense of safety.
- Provides assistance and information to students, employees, and visitors.
- Demonstrates strong customer service and conflict de-escalation skills.
- Works cooperatively with campus departments to support safety needs.
- Supports campus safety awareness practices.

Additional Responsibilities

- Participates in required training to maintain knowledge of safety and security procedures.
- Adheres to institutional policies.
- Works assigned schedules including evenings, weekends, and holidays as needed.
- Assists with operational coverage during staffing shortages when possible.
- Performs other duties as assigned.



Qualifications

- High school diploma or equivalent.
- Ability to observe situations carefully and report accurately.
- Demonstrated reliability and ability to work independently.
- Demonstrated ability to exercise sound judgment and remain calm in routine situations.
- Strong interpersonal and communication skills.
- Ability to maintain confidentiality and professionalism.
- Ability to walk patrol areas and perform routine physical security duties.

To apply, please submit via email only:

- A current resume/CV
- A WTC Application (Please do not say "see resume") [Application](#)
- A cover letter – not to exceed 2 pages, that includes a description of how the applicant meets the listed qualifications. The applicant may also include other applicable professional experience.
- Transcripts (in required)

Review of applications will begin immediately and continue until the position has been filled. Application documents received without a cover letter describing your fit for the position will not be considered.

Please email documents to hr@wtc.edu

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