



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE SEEKS: Public Safety Officer (POOL)

Position Summary:

The duties are generally classified as: (a) providing safety and security services that will meet on a 24-hour basis the many diverse needs of an active college community, (b) checking for safety and security hazards before they occur, and (c) offering necessary assistance in emergencies.

Essential Responsibilities:

- Ability to lift up to 50 pounds
- Ability to stand for 8 hours, walk, stoop, bend, and run
- Investigates all accidents and other incidents, either criminal or non-criminal, and handling and reporting them appropriately
- Maintains a courteous and respectful attitude toward all persons
- Maintains daily written duty log of activities and prepare written reports, as necessary
- Maintains sensitive, confidential information in a secure manner
- Monitors and checks all vehicles and pedestrians entering campus
- Must be able to work in inclement weather or weather extremes
- Patrols and checks all areas of the campus grounds and buildings for both potential and actual safety and security hazards
- Properly operates and use departmental equipment, vehicles, etc.
- Regulates and enforces traffic and parking policies
- Requires working nights/weekends/holidays

Minimum Required Experience/ License:

Applicants should have a high school diploma or equivalent (GED) and must have a valid Mississippi driver's license.

Date of Position Opening: Ongoing

Application Deadline: Ongoing

Wage: \$9.00 per hour

Mail Documents to: Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

E-mail Documents to: TougalooCareers@tougaloo.edu
Please include the position you are applying for in the "Subject" line of your e-mail.

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER