Position: Security Officer  
12 Months, 35+ hours per week  
(Must be willing to work very flexible hours)

Degree: High school diploma or GED required

Reports to: Director of Safety and Security

Responsibilities:
- Check premises and buildings for presence of unauthorized persons or illegal entry
- Secure and unlock buildings, classrooms, etc., according to schedule
- Maintain fire/safety check during rounds
- Observe conservation matters regarding lighting, etc.
- Record rounds of described duties
- Maintain confidentiality in a variety of situations
- Report activities and incidents to supervisor in a timely manner
- Take charge and make appropriate decisions under high stress and/or emergency situations
- Regular patrol of college parking areas and enforcement of college parking policy

Requirements:
- Ability to complete and maintain NY State Security Guard certification
- Maintain annual training in CPR and AED operation
- Excellent oral and written communication skills as well as interpersonal skills
- Must have or be able to learn basic keyboard and computer skills
- Ability to follow specific policies/directions in a variety of circumstances
- Able to walk and/or stand for long periods of time and repeatedly climb stairs
- Able to tolerate being outdoors in all weather conditions, sometimes for extended periods of time
- Willingness to work flexible hours, including nights, weekends, and holidays
- Must have a New York State Driver’s License
- Occasional lifting – up to 75 pounds

To apply, please submit a cover letter, resume, the names and phone numbers of three references, and a statement of Christian commitment to:  
Human Resources Office
Houghton College
Houghton NY 14744
jobs@houghton.edu
(Application materials preferred via email)