



**UNIVERSITY of the SOUTHERN CARIBBEAN**  
**Royal Road, Maracas, St. Joseph**

**CAREER OPPORTUNITY**

*Applications are invited from suitably qualified individuals for the following position:*

**SECURITY OFFICER**

**JOB SUMMARY**

The **Security Officer**, under general direction, promotes lawful behaviour and protects the welfare of students, faculty, staff and visitors as a uniformed presence on the Campus, and is courteous to all. The position holder enforces University policies and Seventh-day Adventist beliefs, intervening in physical encounters, monitoring security cameras, monitoring visitors and reports unsafe or unhealthy conditions. Remain alert to emergency situations and provide first-line response, emergency management, and/or referral if required. This is a full-time position and the position holder may be required to work more than the standard 40-hour work week within a shift system on evening, weekend, and public holidays. Participate in teamwork activities in the Department. The position requires compliance with established policies and procedures of the Department and a high level of confidentiality. The Security Officer reports to the Director.

**SCOPE**

Enforcing, protecting, intervening, reporting, screening and assisting.

**DUTIES AND RESPONSIBILITIES**

- Adheres to and enforces state laws and regulations, and maintains law and order on the campus.
- Promotes student responsibility for behaviour and attitude by serving as a role model, dressing and grooming professionally, and wears designated uniform/attire in accordance with policy/Standing Order during work hours.
- Displays ethical and professional behaviour in working with students, faculty, staff, visitors, and outside agencies associated with the University.

- Guards entrances of the campus and opens and closes gates.
- Patrols (foot or mobile) and monitors the campus and surrounding areas, and other public and unsupervised places to ensure the safety and well-being of students, faculty, staff and visitors and the security of the facility.
- Participates in appropriate in-service training and workshop programs.
- Protects confidentiality of records and information about students, faculty, staff and uses discretion when sharing any such information within legal confines.
- Screens students and visitors entering the campus, enforces the University's regulations and code of conduct including the dress code, intercepts unauthorized visitors and escorts them to exits, and initiates contact with administrative offices/employees to assure visitor authorization.
- Assists visitors with directions, having the same to sign the visitors' log book, secure (and return) a numbered visitors' pass and securing proper identification. □ Administers CPR and first aid in emergency situations.
- Enforces traffic and parking regulations, clamps vehicles, arranges parking for special visitors, prevents tampering with vehicles and loitering on campus parking lots, and ensures a smooth traffic flow of vehicles and pedestrians through the entrances and exit.
- Reports any discipline infractions, unauthorized visitors, and acts of vandalism to the administration.
- Notifies the administration, police, and or appropriate emergency personnel of any emergency, potentially dangerous or unusual situations.
- Notifies the supervisor immediately of evidence of substance abuse, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances or anabolic steroids.
- Intervenes in situations likely to result in disruption or injury, directs students to refrain from such conduct, removes disruptive students from classes when needed, and assists staff, police, and emergency personnel in handling emergencies or disruptive situations.
- Maintains radio communication with other Security personnel and officers on campus, helping to coordinate emergency plans.
- Monitors the physical safety and security of campus buildings by locking and unlocking doors, patrolling, or monitoring using surveillance systems, and reporting suspicious behaviour.
- Inspects and monitors the security of doors, windows and gates; resets alarm systems and tests for proper operation as necessary; detects and reports fire and safety hazards; responds to fire and burglar alarms and extinguishes small fires; summons and communicates with police and fire department personnel as needed.
- Monitors the physical safety of University residences outside of the campus.
- Performs security services at University events to ensure safety and crowd control.
- Prepares and maintains a variety of records and reports related to security incidents, issues, hazards and activities; maintains time cards/books, station diary and other logs.
- Communicates with law enforcement, fire, alarm, safety and community organization personnel to receive and exchange information related to security, vandalism, crimes, investigations, repairs, school activities and safety issues.
- Serves as a witness in student conferences, disciplinary hearings/proceedings; testifies in court and hearings as needed.
- Operates a variety of security and safety equipment including fire extinguishers, handcuffs, batons, mobile phones, hand-held radios; and reports all malfunctioning equipment to the supervisor.

- Performs other duties and responsibilities commensurate with the position, as assigned by supervisor, and not otherwise prohibited by law or regulation.

## **QUALIFICATION AND EXPERIENCE**

### **Basic Requirements**

- Applicants must be a citizen of Trinidad and Tobago and of good character.
- Applicants should be no less than eighteen (18) and no older than forty-five (45) years of age.
- Must be able-bodied and good physique.

### **Educational Requirements**

- Possession of three (3) CXC subjects, General Proficiency or three (3) years' experience working as an Estate Constable or Security Officer with a reputable organization.

### **Other**

- A Valid Trinidad and Tobago Driver's Permit Class 3.
- Successful completion of a background investigation comparable to the certificate of character.
- CPR and First Aid certifications required within one year of employment.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

### **Minimum Requirements:**

- Knowledge of laws, regulations, policies, and procedures related to assigned duties.
- Knowledge of security measures and safety procedures.
- Knowledge of crowd control procedures.
- Knowledge of report writing.
- Knowledge of operation of a two-way radio system and radio communication procedures.
- Knowledge of interpersonal skills sufficient to deal with normal and possible confrontational situations.
- Knowledge of basic first aid, CPR and safety practices.
- Knowledge of health and safety regulations.
- Ability to stay calm and react appropriately in unusual or emergency situations.
- Ability to diffuse situations calmly and with authority.
- Ability to exercise strict confidentiality of campus and student issues.
- Ability to learn rapidly and apply the laws of arrest and the University regulations.
- Ability to think clearly and take effective action quickly in an emergency.
- Ability to deal tactfully and diplomatically with students and general public.
- Ability to understand and follow oral and written directions.
- Ability to work cooperatively with students, faculty, staff, the general public and law enforcement agencies with poise and consistency.
- Ability to acquire and maintain related certifications. Ability to perform evening, weekend, and holiday security services.

- Ability to meet state and university standards of professional conduct.

### **Physical Characteristics**

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient hearing to hear normal and telephone conversations.
- Sufficient hearing to follow directions.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to use hands and fingers to print or write legibly, operate telephone, computers, safety equipment, tools and/or controls.
- Sufficient lower body strength, stamina and mobility to sit, stand, kneel, walk, stoop, sit, bend and extend legs for prolonged periods of time.
- Sufficient physical ability to intervene in altercations and to detain persons.
- Sufficient physical ability, strength, balance, mobility and stamina to climb stairs.
- Sufficient physical ability, strength, mobility and stamina to operate a vehicle.
- Sufficient physical ability to reach horizontally and vertically with arms.
- Sufficient physical ability, strength, mobility, and stamina to lift, carry, push or pull objects which may frequently exceed 75 pounds.
- Sufficient physical ability, strength, mobility and stamina to carry out job duties in hot, cold, and inclement weather conditions.

### **Successful Applicants are required to:**

- Attend a medical examination which would include the following: HIV and STD Tests, Drug Test, Chest X-Ray and Optical Tests, Pregnancy Test (female).
- Psychological tests.
- Pass an Agility test.

***Applications should include a Cover Letter, a detailed Curriculum Vitae, and two (2) written recommendations, including one from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:***

**THE DEPARTMENT OF HUMAN RESOURCES  
UNIVERSITY of the SOUTHERN CARIBBEAN  
P. O. BOX 175  
PORT OF SPAIN  
TRINIDAD & TOBAGO**

**Or email us at: [hr-recruitment@usc.edu.tt](mailto:hr-recruitment@usc.edu.tt)**

Applications should be received no later than ***August 15, 2024***.

***The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.***