



American Samoa Community College
Physical Facilities Management - Security
EMPLOYMENT OPPORTUNITY

Position Title: Security Guard (3)
Employment Status: Full Time 12 months (Career Service)

General Description:

The Security Guard reports directly to the Head Security and serves as part of Campus Security for ASCC. He/she works on a designated shifts; upholds all safety procedures of ASCC; patrols the entire campus, carries an after-hours phone; monitors time clock procedures for ASCC; and maintains a daily log of noticeable events and circumstances on a database for review by the supervisor.

Responsibilities and Duties:

- Keep office area clean and neat and maintain all duty regulations.
- Understand safety procedures and security regulations set by ASCC.
- Report to work on time for assigned shift.
- Wear official uniform to work unless instructed otherwise.
- Participate in all trainings (i.e. computer) in order to upgrade skills.
- Maintaining golf carts, vehicles and any equipment required in the performance of job duties.
- Provide written reports of incidents during shift.
- Make patrol rounds according to shift assignment.
- Keep daily log monitoring the time clock, and any events or issues arising.
- Monitor and answer phone calls after hours and on weekends.
- Enforce campus security.
- Perform other duties as assigned by Head Security, Physical Facilities Management Officer and Executive.

Minimum Qualifications:

- High school diploma
- Two years of related experience and/or training.
- Must be physically fit.
- Able to write incident reports.
- Be fluent in Samoan and English.
- Willing to work all shift hours, including weekends.
- Possess knowledge of safety and security procedures at ASCC, and have the ability to stand and walk for long periods.
- Must have a current and valid driver's license.
- Understanding of Hazmat, Standard Aid and CPR familiarity/certification is a plus.

Salary Range: Will be commensurate with degree and experience.

Application Deadline: January 24th, 2020 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 374/456/460/466 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu.

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