



American Samoa Community College
Physical Facilities and Management
EMPLOYMENT OPPORTUNITY

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

General Description:

The Security Guard reports directly to the Chief of Security and serves as part of Campus Security for ASCC. He/she works on designated shifts; upholds all safety procedures of ASCC; patrols the entire campus and carries 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:

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

Minimum Qualifications:

- High School diploma or better. Two years related experience and/or training. Must be physically fit; be fluent in Samoan and English; and be willing to work all shift hours, including weekends. Must possess knowledge of safety and security procedures of ASCC and have the ability to stand and walk for long periods. Must have a current and valid driver's license. Hazmat, Standard Aid and CPR familiarity/certification is a plus.

Salary: GS 07/07: \$10,746.00 - \$12,826.00 per annum.

Application Deadline: March 16, 2018 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 477/335/403 or by emailing Lipena Samuelu at l.samuelu@amsamoa.edu or Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu.

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AMERICAN SAMOACOMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 •(684) 699-8606 (fax)