



American Samoa Community College
Security Office
EMPLOYMENT OPPORTUNITY

Position Title: Security Guard
Employment Status: Full-Time/12-Month (Career Service)

General Description:

The Security Guard reports directly to the Lead 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, 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.

Job Duties and Responsibilities:

Administrative

- Keep office area clean and neat and maintain all duty regulations
- Understand safety procedures and security regulations set by ASCC
- Wear official uniform to work unless instructed otherwise
- Participate in all trainings (i.e. computer) in order to upgrade skills
- Maintain golf carts, vehicles and any equipment required in the performance of job duties
- 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

Reporting

- Report to work on time for assigned shift
- Provide written reports of incidents during shift
- Perform other duties as assigned by Security Officer, Security Supervisor or Lead Security.

Minimum Qualifications:

- High School Diploma
- Two years of related experience and/or training
- Ability to write incident reports
- Fluency in Samoan and English
- Willing to work all shift hours, including weekends
- Knowledge of safety and security procedures at ASCC, and the ability to stand and walk for long periods
- Current and valid driver's license
- Understanding of Hazmat, Standard Aid and CPR familiarity/certification is a plus

Salary: GS 09/07-09: \$13,217.00 - \$14,517.00 per annum

Application Deadline: June 30th, 2021 no later than 4:00pm.

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

Applications are available from American Samoa Community College, Human Resources Office
699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by
emailing ascchumanresources@amsamoa.edu.

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