

Security Specialist B
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=252583>

Downloaded On: Feb. 4, 2025 2:53am

Posted Feb. 3, 2025, set to expire Jun. 2, 2025

Job Title Security Specialist B
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Feb. 3, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

Posting Details

Position Information

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Security Specialist B

Requisition Number

SCA00816

General Description

Under the supervision and in accordance with the policies of the Community College of Philadelphia, the Security Specialist B is responsible for maintaining campus security and safety. Primary responsibilities involve performing routine security checks, recording observations on conditions within buildings or assigned work area, reporting any unusual occurrences, property damage, or rule violations.

The primary work location for this position is the College's Main campus. Re-assignment to any of the College's Philadelphia campus locations may be needed based on staffing needs. Normal working hours are from 3:00 p.m. to 11:00 p.m. However, the administrative staff reserves the right to change shift assignments based on department needs, performance or deemed fit for the institution.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

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Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Patrols designated areas of college facilities.

- As directed by supervisor or shift leader, patrols stairwells, classrooms and public restrooms to ensure safety and to detect hazards such as fire, theft, vandalism, etc.
- Examines credentials such as ID cards, verifying against Banner system for legitimacy and purpose for being on college property to prevent entry by unauthorized persons and to maintain a permanent record of those using the facility.
- Operate badge systems and use computer network environment including but not limited to data entry of on-line incident reporting system.
- Inspect assigned areas, through electronic tour system or otherwise, for those conditions that may contribute to fire, theft or vandalism and reports such conditions to his/her supervisor.
- Performs key locking duties, locking and unlocking such areas as authorized; also secure various buildings as required.
- Monitor and operate alarm monitor screens, CCTV system and remains alert as to the activation of alarm systems, and presence of unauthorized persons or intruders in restricted areas.
- At the direction of the supervisor or shift leader, after normal hours, escorts employees to their

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vehicles in the parking lot to ensure their safe departure.

- Prepares simple but clear, accurate, informative and legible reports.
- Execute safety measures required to ensure that assistance is given when accidents or illness occur, that first aid is provided; and in emergencies, ambulances and/or fire and police are summoned.
- Assists with crowd control during college functions involving large numbers of persons.
- Use and maintain radio and other methods of communication in the execution of a total security program.
- Receive and carry out appropriate assignments, instructions and details given by the Office in Charge.
- Investigates complaints, conducts investigations to determine the facts, and prepare reports to document dangers and hazards.
- Travel to regional campus locations as directed.
- Provide transportation for the College's executive staff, as needed.
- Other duties as assigned.

Minimum Qualifications

- High school diploma or GED equivalent required.
- Minimum of two (2) years experience in security related work required.
- Ability to travel between the College's regional campus locations for work assignments is required.

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- Ability to work extended hours and various shifts, as needed, is required.
- Effective written and verbal communication skills are required.
- Demonstrated proficiency in using computer is required.
- Must possess and maintain a current valid driver's license.
- Certification in CPR and first aid required, or must be obtained during probationary period.
- Understanding and respect for a diverse academic environment inclusive of students, faculty and staff of varying social, economic, cultural, ideological and ethnic backgrounds is required.

Preferred Qualifications

- Associate's degree in Criminal justice or related field preferred. Any and all degrees must be from a regionally accredited institution of higher learning.
- Experience operating radio, fire and safety systems preferred.

Work Location Main Campus, NERC, CATC, NWRC

Benefits Summary

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts

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- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank5Min Salary/Hourly Rate

Max Salary/Hourly Rate\$18.90Job Posting Open Date01/31/2025Job Posting Close Date

Type of PositionConfidentialJob Category

Employment StatusFull-TimeSpecial Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

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Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - Higheredjobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have a minimum of two (2) years experience in security related work?
 - No response
 - Yes
 - No
5. * Do you have the ability to travel/provide services at regional campus locations?
 - Yes
 - No

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6. * Do you have a valid driver's license and access to reliable transportation?
- Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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