

Institution Security Officer II (one position)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258627>

Downloaded On: Jun. 25, 2025 1:27am

Posted Jun. 24, 2025, set to expire Jul. 6, 2025

Job Title Institution Security Officer II (one position)
Department Campus Police
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Jun. 24, 2025

Application Deadline 07/06/2025
Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Other

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Job Description

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Institution Security Officer II (one position)

Category: Campus Police

Department: Campus Police

Locations: Worcester, MA

Posted:

Closes: 7/6/2025

Type:

Position ID: 189410

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General Statement

Performs basic security functions as directed/authorized by Quinsigamond Campus Police Management Personnel. Conduct foot patrol of assigned building(s) as instructed by Quinsigamond Police Management Personnel; Perform periodic inspection of building security devices, fire extinguishers, fire panels and similar life safety devices;

Interact with students, staff and other members of the Quinsigamond Community College Community, external persons and organizations as necessary; Provide information related to on-campus and surrounding locations as requested;

Complete required building and equipment tours and document notable discrepancies;

Supervision Received

Direct supervision will be provided by an ISO of a higher grade. General supervision will be provided by Quinsigamond Community College Campus Police with the rank of Sergeant or above. All ISO's report to the Deputy Chief of Police Operations

Duties and Responsibilities

- Perform verification of student, staff and visitor status as needed during certain operational procedures;
- Inspect packages, backpacks and similar articles capable of containing items not accepted per College policies and/or Massachusetts General Laws;
- Conduct foot patrol of assigned building(s) as instructed by the ISO Lieutenant.
- Conduct vehicle patrols in designated security vehicle.
- Conduct lockouts and jump starts using proper equipment.
- Perform periodic inspection of building security devices, fire extinguishers, fire panels and similar life safety devices; as well as using electronic tour systems.
- Interact with students, staff and other members of the Quinsigamond Community College Community, external persons and organizations as necessary;
- Provide information related to on-campus and surrounding locations as requested;
- Complete required building and equipment tours and document notable discrepancies;
- Issue "temporary" parking passes in accordance with established policies;
- Issue parking citations as necessary;
- Provide fire watches as directed.
- Provide standby services for contractors and or guests as directed.

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- Assist with traffic control and set ups as needed.
- Perform verbal and written communication with police personnel through use of radio equipment, phones, computers and similar electronic devices such as IMC.
- Assist with management of people during emergencies and other situations as instructed.
- Perform other duties as assigned.
- Considered essential personnel.
- Ability to work all shifts, including holidays.

Job Requirements:

Minimum Qualifications

- Applicants must have at least

A. Six months of full-time, or equivalent part-time, experience in law enforcement, in a governmental police force or in work involving the protection or security of buildings, equipment or people as a major duty, or

B. Any equivalent combination of the required experience and the substitutions below:

- High School Diploma or equivalent.
- Ability to obtain certification in Basic First Aid and Cardiopulmonary Resuscitation.
- Basic understanding of security, fire suppression and emergency systems.
- Ability to use electronic parking ticket writers

Preferred Qualifications

- Previous experience in a Security Officer position which included responsibilities dealing with access control, inspection and review of fire safety and security devices;
- Current certification in First Aid and Cardiopulmonary Resuscitation;
- Experience in the use of electronic ticket devices;
- Experience working after-hours and weekend schedules.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence

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shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=189410>

Contact Information

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

Contact

Campus Police
Quinsigamond Community College

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