



Human Resources Office
500 West Broad Street
Statesville, NC 28677-5293
www.mitchellcc.edu

Employment Opportunity

Security Supervisor

posted March 28, 2008

POSITION

The Security Supervisor trains, directs and supervises the activities of subordinate Security personnel. The Security Supervisor researches, develops and employs necessary safety and security measures to provide a safe environment in which to work and study. This position has an “on-call” component on an alternating basis with other supervisors. This full-time, twelve-month position is renewable annually. Start date: May 1, 2008.

RESPONSIBILITIES

- provide leadership for subordinate officers in department
- prioritize activities to accomplish duties in a timely manner
- handle emergency situations with calmness
- display diplomacy and professionalism in dealing with faculty, staff, and the general public
- respond to calls for service and supervise part-time Security Officers at incident
- maintain a flexible schedule by alternating day and evening shifts
- perform other duties as assigned by the Director of Safety, Security and Energy Management designed to ensure the safety and security of all Mitchell Community College people/properties/activities

QUALIFICATIONS

- high school diploma or equivalent is required
- CPR, fire extinguisher, first aid and first responder training is preferred
- certifications in safety and/or security management is preferred
- prior law enforcement, security, or military experience is preferred
- valid driver’s license

INSTITUTION

Mitchell Community College is a member of the North Carolina Community College System. Located in Statesville, the College serves students from Iredell and adjoining counties. Fall semester enrollment is in excess of 2,600 students in curriculum courses and approximately 14,000 in continuing education classes. Vocational, technical, college transfer and fine arts programs are offered to a diverse student body in an historical setting. The College is a learning-centered institution, which encourages its employees to be life-long learners.

APPLICATION PACKET

- official Mitchell Community College application
- letter of interest addressing each of the requirements
- résumé
- photocopy of transcripts

Applications will be accepted until the position is filled; however, preference will be given to persons who apply by **April 14, 2008**. Questions may be directed to the Human Resources office at 704-878-4341 or 704-978-3117 (fax).