

**Dull Knife Memorial College  
Job Announcement**

**Security Guard**

Salary Schedule Placement Dependent on Experience + Benefits

Opening Date: November 9, 2023

Closing Date: Open Until Filled (11/27/23 First Review)

**Submit Application and Resume to:**

**Leslie Evertz**

**Selection Committee SG**

**Chief Dull Knife College**

**1 College Drive, PO Box 98**

**Lame Deer, MT 59043**

**Term of Appointment:** Hourly position/Full Time

**General Job Description:** This position is under the supervision of Maintenance Supervisor for assigned shift of the security and is responsible for patrolling the premises of Chief Dull Knife College campus and buildings to detect suspicious activity, assist students and staff and ensure the safety of all individuals.

**Reporting Relationships:** Maintenance Director

**Qualifications:** Minimum Education and Experience Requirements:

1. High School diploma or equivalent
2. Good working knowledge of security operations, safety practices in a business environment and enforcement procedures.
3. Must possess strong group communication skills.
4. Ability to pass background check and drug screen.

**Salary and Benefits:** Starting hourly salary negotiable depending on education and experience. Employee benefits include all federal and state mandated employee benefits (Workers compensation, unemployment insurance, FICA and Medicare Contributions) plus college provided health insurance for the employee a SEP-IRA retirement plan, long-term disability insurance, a 5.5% of salary cafeteria plan, and other benefits.

**Specific Responsibilities/Duties:**

Maintain safe and secure environment for individuals and employees by patrolling and monitoring premises and personnel.

1. Performs security patrols of premises and personnel, monitoring surveillance equipment, and access points; permitting entry.
2. Guard against theft and maintains security.
3. Investigates and write reports on accidents, incidents, suspicious activities, and fire hazards and other security related situations.
4. Call for aid if necessary.
5. Regulate and monitor building security system.
6. Inspect windows and doors to ensure locks are in place and working.
7. Respond to alarms and calls for distress.
8. Other duties as assigned.