



American Samoa Community College
Security Division
EMPLOYMENT OPPORTUNITY

Position Title: Security Guard I
Employment Status: Full Time 12 months (Career Service)

General Description:

The Security Guard I is a critical member of the Campus Security team at ASCC, reporting directly to the Security Officer. This role requires working assigned shifts, enforcing ASCC safety protocols, patrolling the campus, managing an after-hours phone, overseeing ASCC time clock procedures, and maintaining a detailed daily log of notable events and circumstances in a database for the Supervisor's review.

Responsibilities and Duties:

Administrative

- Ensure the office area remains clean and organized, adhering to all duty regulations.
- Comprehend and implement ASCC safety procedures and regulations.
- Wear the designated uniform unless otherwise directed.
- Engage in all required training to enhance skills and knowledge.
- Maintain and properly utilize equipment necessary for job functions.
- Conduct patrol rounds as scheduled for each shift.
- Document time clock activities and record any events or issues in the daily log.
- Monitor the ASCC switchboard, handling after-hours and weekend phone calls.
- Uphold and enforce campus security policies.

Reporting

- Arrive on time for assigned shifts.
- Prepare and submit written reports of incidents occurring during shifts.
- Undertake additional duties as assigned by the Security Officer.

Minimum Qualifications:

- High School diploma.
- Two years of relevant experience and/or training.
- Proficiency in writing incident reports.
- Fluency in Samoan and English.
- Availability to work all shifts, including weekends.
- Familiarity with ASCC safety and security procedures; capability to stand and walk for extended periods.
- Valid driver's license.
- Knowledge of Hazmat, Standard First Aid, and CPR; certification is preferred.

Salary Range: GS-06/04-07: \$16,640.00 - \$18,200.00 per annum

Application Deadline: September 26th, 2024 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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