



Part-Time Campus Security Officer

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

Job Summary

Tallulah Falls School seeks a part-time security officer. The campus security officer is responsible for providing personal, equipment, and real property security for faculty, staff, student, and visitor within an assigned area of both Tallulah Falls School campuses. They will perform routine security and patrol duties and will be the first-line of response in emergency situations in that assigned area.

Responsibilities

- Patrolling premises regularly to maintain order and establish presence
- Monitor and authorize entrance of vehicles or people in the property
- Remove wrongdoers or trespassers from the area
- Secure all exits, doors and windows after end of operations
- Check surveillance cameras periodically to identify disruptions or unlawful acts
- Investigate people for suspicious activity or possessions
- Respond to alarms by investigating and assessing the situation
- Provide assistance to people in need
- Submit reports of daily surveillance activity and important occurrences
- Other Duties as Assigned

Requirements & Qualifications

- Experience in security work is required.
- Experience in law enforcement is preferred, but not required.

Standard Physical Requirements:

- Must be able to sit and/or stand for an extended period of time.
- Must be able to bend, reach, lift and climb.
- Must be able to understand written and verbal instructions.
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 20 pounds.
- Must be able to communicate and respond to questions from various levels both within and outside the organization.
- Must have manual dexterity sufficient to perform specified duties.

In addition to completing the employment application, interested candidates should email a cover letter, resume, and a list of three professional references to the Chief of Security, Dustin Rogers at dustin.rogers@tallulahfalls.org. No phone calls, please. The employment application can be found here- <https://www.tallulahfalls.org/about/employment-opportunities.cms>

Tallulah Falls School is an equal opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.