



MARION MILITARY INSTITUTE

1101 Washington Street Marion, Alabama 36756

POSITION: Part-Time Officer in Charge

JOB SUMMARY:

This position provides services to the Commandant of Cadets for the security and oversight of the campus.

MINIMUM QUALIFICATIONS:

- High School diploma or the equivalent.
- Effective oral and written communication skills.
- Ability to deal effectively with students, faculty, staff, and the public.
- Ability to work independently and as an effective member of the Commandant of Cadets' team.
- Must pass State of Alabama background check.

DESIRED QUALIFICATIONS:

- Associates Degree.
- Experience and/or attendance at a military college or preparatory school.

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

- Certified to carry a weapon.
- APOST Certification.

ESSENTIAL FUNCTIONS:

In addition to adhering to general faculty policies and guidelines specified by the Alabama Community College System, Faculty/Staff Handbook, President, and Commandant of Cadets, the successful candidate will also perform the following duties:

- Exercises maturity and good judgment while performing his/her duties.
- Maintains an accurate log of all action taken during his/her tour of duty.
- Conducts routine security rounds during his/her tour of duty.
- Reports all issues concerning safety, security, welfare, and good order and discipline across the campus community, with an emphasis on student conduct.
- Provide overt security presence across the campus.
- Works nights and weekends as required.
- Completes other duties as assigned.

SALARY: Salary Schedule L of the Alabama Community College System, hourly rate of \$15.00.

PROJECTED START DATE: As soon as possible.

APPLICATION DEADLINE/PROCEDURE:

1. A complete application package consists of:
 - MMI employment application (completed and signed)
 - Letter of interest
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement].
 - Copy of all college transcripts (if a degree is required) [Note: Applicants should submit **ONLY** those transcripts from institutions where degrees were awarded (Associates degree or higher. Official transcripts will be required if you are offered the position)].

MARION MILITARY INSTITUTE DOES NOT PROVIDE COPIES OF MATERIALS RECEIVED.

MMI is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Alabama Community College System, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Marion Military Institute will make reasonable accommodations for qualified disabled applications or employees. The school reserves the right to withdraw this job announcement at any time prior to the awarding.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Marion Military Institute is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.