Florida Coastal School of Law is seeking experienced candidates for the position of **Security Guard (4:00 p.m. – 12:30 a.m. shift)**

Coastal Law offers a professional and pleasant work environment for its employees in addition to offering a competitive and comprehensive compensation and benefits package. To be considered for this opportunity, please submit a resume and cover letter to HR@fcsl.edu.

The **Security Guard** will be responsible for maintaining high visibility and a professional level of security within the buildings, parking lots, and grounds of the facility. This position reports to the Director, Security.

**Responsibilities include, but are not limited to:**
- Maintaining responsibility for patrolling assigned areas on a routine basis to observe activities and correct any safety hazards.
- Working closely with students and staff to meet their security needs, including escorting them to vehicles, as requested.
- Other duties include insuring theft of company/student property is prevented, locking/unlocking doors at appropriate times, managing alarm system, and writing incident reports.
- Displaying high levels of coordination and teamwork.
- Performing other duties, as assigned.

**Education & Experience:**
- High school education
- Minimum 2 years previous job experience contract or in-house security.

**Job Knowledge, Skills & Abilities:**
- Basic computer knowledge and ability to adapt to new systems.
  - ID Works database, e-mail, word-processing
- Service orientation and ability to work independently.
- Good communication skills.
- Ability to define problems, and resolve them quickly.
- Ability to work well within a team environment and work with students and staff
- Flexible and positive attitude – ability to work well with every changing priorities and/or situations.

**Physical Demands:**
- Regularly required to sit, stand, walk, climb stairs, and lift objects up to 50 lbs.

Coastal Law is an equal employment opportunity employer.