

BRUNSWICK COMMUNITY COLLEGE

Job Description

Job Title: Watchman Southport Center
Reports to: VP for Continuing Education

FLSA: Non-Exempt
Date: November 2015

The incumbent in this position is expected to support the College in achieving its mission and goals. Student focus, college services, and a willingness to assist as needed are expected from all employees.

GENERAL FUNCTION:

The Watchman will provide onsite support to the Southport Center. This position will provide outstanding customer service to the public, students, prospective students, and visitors.

ESSENTIAL DUTIES:

- Operates and maintain the Center's switchboard during the assigned hours. This will include receiving all incoming calls and transferring them to the appropriate individuals.
- Must be alert and quick to detect any attempts to damage property or harm
- Serves as contact between campus personnel, maintenance, housekeeping, and security personnel
- Must be approachable, knowledgeable and he should offer necessary guidance
- Ability to perform light housekeeping, maintenance, and landscaping
- Treat others respectfully, speak to others courteously, and behave in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate
- Act as a team player when working with any and all employees of the College
- Other duties may be assigned by supervisor.

MINIMUM REQUIREMENTS:

- High school diploma or GED
- Demonstrated ability to work effectively with frequent interruptions
- Demonstrated record of exemplary customer service skills

This is a part-time position with evenings as needed. A completed and signed Brunswick Community College application, transcripts, a letter stating your qualifications related to the position requirements, skills and abilities and résumé are required. Applications may be found online at www.brunswickcc.edu. Applicants should send all documents and inquiries to Employee Services, Brunswick Community College, PO Box 30, Supply, NC, 28462. Telephone: 910.755.7300.

BCC is an Equal Opportunity Employer