

Security Guard

Position # 25-032, 25-033, 25-034

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and soon to be Vienna, WV (We are not a branch of West Virginia University). We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees. This position may require work at our Main Campus in Parkersburg, WV, or at one of our branch locations in Vienna, WV, or Ripley, WV.

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through www.peia.wv.gov and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

Posted

01/21/2025 with an application deadline of 02/04/2025.

Employment Status

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position.

Shift

Variable. Full time is considered 37.50 hours a week.

Pay Grade

01 (Salary is commensurate with education and experience)

Function/Summary

This position will assist the Campus Police Officer Lead with law enforcement on the WVU Parkersburg campuses. This position will provide control assistance for special events and assist in ensuring the physical security and safety of campus students, staff, visitors, grounds and facilities. It will also physically patrol buildings and grounds and enforce campus security regulations on but not limited to the WVU Parkersburg campus in Parkersburg, WV, Jackson County Center in Ripley, WV, Innovation and Technology Center in Vienna, WV, and any other WVU Parkersburg properties.

Minimum Qualifications

Education:

- High school graduate or equivalent.

Experience:

- Six months of experience communication and interaction with various cultures (preferred).
- Six months experience with various law enforcement equipment (preferred).

Licensure:

- Valid motor vehicle operator’s license.
- CPR/AED certification or ability to obtain within six months of employment.

Knowledge, Skills & Abilities

- Basic computer skills and communication software skills
- Excellent communication skills (written, verbal and interpersonal).
- Ability to work independently, as well as collaboratively, and take initiative in one’s work
- Organizational skills with the ability to multitask and reprioritize as needed
- Ability to practice autonomy
- Leadership skills

Duties/Responsibilities

Frequency:	Duties:
60%	<p><u>Response</u></p> <ul style="list-style-type: none"> • Report promptly to supervisor or appropriate authority any fires, imminent fire hazards, utility system failures, or injured or ill persons and act to minimize injuries to persons and damage to school property. • Respond to reported acts of theft, vandalism, attempted illegal entry, gross misconduct, or suspicious behavior; investigate, detain individuals if necessary and contact supervisor, campus police officers, or local law enforcement officials.
20%	<p><u>Documentation</u></p> <ul style="list-style-type: none"> • Document all incidents and provide written reports relating to daily security activity. • Patrol and enforce parking regulations in campus parking lots: issues citations; disseminate information about college parking and traffic policies.
15%	<p><u>Maintenance</u></p> <ul style="list-style-type: none"> • Monitor plant utility systems and provide written reports relating to building, fixture, or utility system defects that require maintenance department service. • Provide information to visitors, students, staff and others about campus functions; assists motorists and citizens in distress by summoning assistance via two-way radio or other devices. • Lock down or open facility.
5%	<p><u>General</u></p> <ul style="list-style-type: none"> • Other duties as assigned

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action Institution and does not discriminate on the basis of race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. West Virginia University at Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission



and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities.