

Security Guard

Campus Security

Position # 24-057

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position. Salary is commensurate with education and experience.

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
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- 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.

Function/Summary

This position will assist the Campus Police Officer Lead with law enforcement on the WVU Parkersburg campus. 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 the WVU Parkersburg campus and properties.

Minimum Qualifications

Education:

- High School graduate or equivalent.

Experience:

- Six months basic computer skills required.
- Six months of experience in 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%	<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%	<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%	<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%	<ul style="list-style-type: none"> • Other duties as assigned.

Posted

06/13/2024 with an application deadline of 06/27/2024.