



JOB DESCRIPTION:

Security Guard-Part Time

Position Summary: The individual selected as Security Guard will maintain the safety and security of people and property at Ohio Valley University by patrolling areas on foot and enforcing university regulations.

Accountability: This position reports to the Security Supervisor.

Essential Functions:

- Patrols assigned areas on foot, checking for fires, vandalism, suspicious activity or persons, or safety/fire hazards.
- Prepares daily and periodic reports to Security Supervisor regarding activities.
- Responds promptly to investigate and properly document calls for service in accordance with applicable policies and procedures.
- As delegated, carries out or assists with security assessments and site surveys.
- Ensures compliance with University policies, including parking rules and regulations and performs appropriate enforcement action.
- Assists visitors in building or on grounds needing directions or campus information.
- Escorts people/property to desired destination when monies, documents or safety of property or persons are a concern.
- Initiates calls for assistance to appropriate agency or supervisor.
- Inspects and distributes campus mail and packages according to procedure.
- Assist with campus maintenance during inclement weather.
- May provide security at sporting events and other extracurricular activities.
- Uses critical thinking, interpersonal communication skills, and good judgment to appropriately resolve issues.

Knowledge/Skills/Abilities:

- Familiarity with and knowledge of Ohio Valley University and its procedures and be able to effectively communicate that information.
- Availability for work must be conducive to our responsibility for 24 hour coverage.



Job Description: Security Guard (continued)

- Ability to work effectively with different personality types.
- Ability to work independently with little to no supervision.
- A strong identification with and support of Ohio Valley University's goals and mission.
- Written and interpersonal communication skills which support the ability to submit accurate documentation and effectively communicate.
- Demonstrate acceptable ability to use relevant equipment including desktop computer, first aid kit, two way radios, motorized conveyance, and screening devices.
- Strong observation and reporting skills.
- Ability to climb stairs and walk short distances.

Education and Training:

- High School Diploma or GED.
- Two years experience as a security officer; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
- A valid driver's license and clean MVR.
- Computer skills required: Microsoft Word, Power Point, Excel, and Outlook.

Work Conditions:

- Hours will vary based on University and departmental needs.
- Ability to perform basic functions of security officer with or without reasonable accommodations.
- Indoor, outdoor, and vehicular patrols in all types of weather.

Please note that Ohio Valley University is affiliated with churches of Christ, and, as allowed under federal law, demonstrates a strong preference for candidates with the same church affiliation and upholds the foundational tenets of its religious heritage in hiring practices.