



Job Vacancy Announcement

Security Guard

POSITION TITLE: Security Guard

JVA#: 2023-12

DEPARTMENT: Vice President of Capital Projects

POSITION SUMMARY: The Security Guard monitors the safety of students, staff, and visitors as well as the security of the campus and its buildings by performing regular patrols of institutional buildings and grounds. Promoting and maintaining safety at the institution, by supporting the efforts of local police. This position performs routine security activities to protect buildings and property and safeguard occupants and visitors during normal operations and special events. Additionally, the Security Guard may also be responsible for monitoring a security system.

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time, carries a Non Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

CORE RESPONSIBILITIES:

- Promotes proper behavior and protects the welfare of students, faculty, and staff as a uniformed presence on campus.
- Secures and monitors entrances and exits to buildings and property.
- Patrols buildings and grounds and notifies appropriate personnel when problems and life safety threats arise.
- Completes logs and basic reports as instructed.
- Assists with traffic control, crowd control, and parking enforcement.
- Respond to routine inquiries from staff, students, and visitors.
- Maintains communication with appropriate personnel utilizing equipment such as two-way radios and telephones.
- Performs other job-related duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS: This position requires a high school diploma or equivalent, with 0-6 months of experience. A valid Driver's License is required.

PREFERRED QUALIFICATIONS: Customer service skills, written and verbal communication, knowledge of basic security and fire inspection procedures, surveillance skills, problem-solving, and attention to detail are preferred.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State

University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. **BSU welcomes all qualified candidates to apply.** More information about the University is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: August 23, 2023

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Thursday, September 7, 2023. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.