

Ohio Valley University Security Officer



Job Description:

Security Officer – Part Time (approx. 16 to 29 hours a week as needed)

Position Summary:

The individual selected as Security Officer will maintain the safety and security of people and property at Ohio Valley University (OVU) by patrolling areas on foot (and vehicle) and enforcing university regulations and policies.

Accountability:

The position reports to the *Director of Security*.

Education/Training and/or Qualifications:

- **Must have a High School Diploma or GED.**
- Possibly 6 months' experience; 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.**
 - **No DUI's, Speeding (10+ MPH over posted speed limit) and etc.**
 - Have at least three (3) years driving experience. (At least 21 years of age).
- Some computer skills with: Microsoft Word, Power Point, Excel and Outlook.
 - Not a requirement, but it helps

Essential Functions:

- Patrols assigned areas on foot (and in a vehicle), checking for fires, vandalism, suspicious activity or persons, maintenance and janitorial issues, or fire/safety hazards.
- Prepares daily and periodic reports to the *Director of Security* regarding activities.
- Responds promptly to investigate and properly document calls for service in accordance with applicable policies and procedures.
- As delegated, carries out assists with security assessment and site surveys.
- Ensures compliance with University policies and regulations; including parking rules and regulations and performs appropriate enforcement actions.
- Assists visitors on grounds and in buildings needing directions or campus information.
- Escorts people/property to desired destinations when monies, documents or safety of property or persons are a concern.
- Initiates calls for assistance to appropriate agencies or supervisor.
- Inspects and distributes campus mail/packages according to policy and procedure.
- Assist with campus maintenance/janitorial crew during inclement weather.
- May provide security at home sporting events and other extracurricular activities.

Ohio Valley University Security Officer

- Uses critical thinking, interpersonal communications skills and good judgement to appropriately resolve issues.

Knowledge/Skills/Abilities:

- Familiarity with and knowledge of OVU and its procedures and be able to effectively communicate that information.
- Availability for work must be conducive to our responsibility for 24-hour coverage.
- Ability to work effectively with different personality types.
- Ability to work independently with little or no supervision.
- Ability to work as in a team for different events/situations.
- A strong identification with and support of OVU's goals and mission.
- Demonstrate acceptable ability to use relevant equipment including desktop computer, first aid kit, two way radios, motorized conveyance, screening devices and smart phones.
- Strong observation and reporting skills.
- Ability to climb stairs and latter's; walk short distances over sidewalks and uneven ground and up/down hills.

Work Conditions:

- Hours will be based on OVU and Security Department needs.
- Ability to perform basic functions of a Security Officer with and/or without reasonable accommodations.
- Indoor/outdoor and vehicular patrols in all types of weather.
- There is a large amount of walking (including stairs and uneven terrain).
- I do expect an open line of communication.
- Dress code used (Security polo shirt provided).

Please note that Ohio Valley University (OVU) is affiliated with Church of Christ, and, as allowed under Federal Law, demonstrates a strong preference for candidates with the same church affiliations and upholds the foundational tenets of its heritage in hiring practices.