



WEST VIRGINIA STATE UNIVERSITY

Security Guard University Police Department

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

West Virginia State University has an immediate opening for a Security Guards. This is a 12-month, full-time position with state benefits. The Security Guard position reports to the Chief of Police. The primary purpose for this position is to provide and maintain a safe and secure environment for Faculty, Staff, Students and Visitors at West Virginia State University by providing a variety of security services. The position provides a visible, mobile presence throughout the entire campus to ensure all persons accomplish their educational and business objectives.

Responsibilities for the Security Guard

- 1) Patrol all areas on campus for the purpose of reducing and preventing personal harm and destruction of property.
- 2) Check all buildings for security, fire and safety violations. Report all deficiencies in a timely manner and correct minor infractions whenever possible.
- 3) Patrol campus during special events which draw large crowds and direct traffic in order to prevent congestion. Provide crowd control including directing disruptive persons to vacate property.
- 4) Enforce all applicable college rules, regulations and policies.
- 5) Assist all local agencies responding to emergencies on campus property.
- 6) Monitor parking in all campus lots and issue citations when violations are identified.
- 7) Become familiar with all aspects of crisis response and follow appropriate action as needed.
- 8) Assist the Chief of Police with required training programs including safety, security and emergency preparedness.

- 9) Monitor surveillance cameras and answer telephone systems.
- 10) Other assigned duties.

Requirements for the Security Guard

A High School Diploma or GED is required. No experience required but at least six months related experience preferred. Applicants need to be equipped with good verbal and written communication skills and an ability to relate with young adults. Background knowledge of WVSU rules, regulations and policies preferred. Individuals must have a valid driver's license and be able and willing to work a rotating schedule to include midnights, weekends and holidays. Must be able to pass through background investigation and drug screening.

Salary Statement

\$19,200 - \$30,600 but is commensurate with experience.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by January 26, 2024. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.