



# WEST VIRGINIA STATE UNIVERSITY

## **Security Guard University Police Department**

### **West Virginia State University**

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 2,600 students. WVSU offers 23 undergraduate and 6 graduate degrees, along with one doctoral degree. WVSU competes in athletics at the NCAA Division II level in 7 men's sports and 8 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 200,000 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. Must be able to pass through background investigation and drug screening.

### **Salary Statement**

\$30,000 - \$35,000 but is commensurate with experience.

### **Benefits of Full-Time Employment**

West Virginia State University offers a comprehensive benefits package designed to support the health, financial security, and work-life balance of its employees. Benefits include employer-sponsored health insurance through PEIA with prescription coverage, access to wellness programs, and the option to enroll in dental, vision, hearing, and other supplemental insurance plans. Employees may also participate in health savings accounts and flexible spending accounts.

The university provides employer-paid basic life insurance and offers optional additional coverage. Retirement benefits are provided through the TIAA retirement plan with a 6% employer match for employees contributing 6% of their salary.

Full-time employees accrue two days of annual leave and one and a half days of sick leave per month, along with eligibility for family medical leave, military leave, workers' compensation, and unemployment coverage. Additional benefits include educational assistance opportunities, access to the university's Employee Assistance Program, and other university amenities.

### **To Apply:**

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 April 9, 2026. The position will remain open until filled. All requested information must be submitted for your application to be considered.

Please submit application materials via email to [jobs@wvstateu.edu](mailto: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 employer committed to providing access, equal opportunity, and reasonable accommodation in employment and in its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability. Individuals who require reasonable accommodation to participate in the job application or interview process should contact the Disability and Accessibility Resources unit at 304-766-3083 or [ada@wvstateu.edu](mailto:ada@wvstateu.edu)**