

**Job Title:****Part-Time Security Guard, University****Job Description:**

The primary officer responsibility is providing for the protection of life and property on university property. This may be accomplished by patrol unit, carts, foot, and/or bicycle patrol of campus roadways, walkways, parking lots, administrative and academic buildings.

**Reports to:**

Director of Security, Operations

**Classification:**

Staff, Part Time, Non-Exempt

**Essential Duties:**

This job description is not intended to be all inclusive and the security member will also perform other reasonably related duties as assigned by the Director of Security

- The primary officer responsibility is providing for the protection of life and property on university property
- This may be accomplished by patrol unit, carts, foot, and/or bicycle patrol of campus roadways, walkways, parking lots, administrative and academic buildings, located on campus.
- Monitor the front lobby of College of Medicine; assist students, staff, and visitors.
- Monitor Campus cameras.
- Patrols university property, in a vehicle or on foot, to provide security and traffic control
- Performs physical security checks of campus facilities, ensuring facilities are being used by appropriate personnel and students.
- Responds to emergency and non-emergency calls.
- Be available and ready at any point during duty shift to respond to community needs
- Ensures that unauthorized persons leave the university and community
- Assists local law enforcement as necessary
- Provides on-campus escorts to university students and personnel as requested
- Be able to work and adjust to varied work shifts and climates
- Mandated Campus Security Authority (CSA) Reporter under the Federal Jeanne Clery Act
- Always maintain a professional work demeanor.
- In the execution of job duties, staff member must abide by all CHSU and College of Medicine policies, procedures.
- Performs other duties as deemed necessary under the guidance of the Director of security or other School Administrator

**Qualifications/  
Education:****Education:**

- Must possess a minimum of a high school diploma or equivalent from a U.S. Accredited School; foreign education must be evaluated to meet U.S. education requirements
- BSIS Guard Card, Open Carry Certificate, Chemical Weapons and Baton Certification.

**Skills & Experience:**

- Prior experience in security, military, or law enforcement
- Must be able to successfully secure a Security Guard card issued by the California Bureau of Security and Investigative Services (BSIS)
- Current BSIS chemical weapons
- Must be able to successfully secure the appropriate BSIS certifications for the carry of pepper spray and baton (straight, side-handle and collapsible)
- Must be able to successfully pass and complete an American Red Cross First aid/CPR and

AED certification course

- Must have excellent customer service skills
- Must have the physical ability to assist with the rescue of sick and injured persons on campus
- Must submit to and pass a thorough personal and criminal background investigation
- Additionally, candidate must successfully pass the criminal background check process
- Candidates must pass a drug screening test.
- Current CA Driver's License
- Ability to walk long distances, bicycle, run, climb, stoop, bend, stand for long periods of time

**Compensation:**

CHSU offers a competitive benefits and compensation package. The salary range for this position is \$25 - \$30 dollars an hour, however, salary is commensurate with experience.

**Application Instructions**

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to [careers@chsu.edu](mailto:careers@chsu.edu) and type **Part-Time Security Guard** in the subject field of the email.