



OFFICE OF HUMAN RESOURCES

POSITION ANNOUNCEMENT

POSITION TITLE: Security Guard
PERSONNEL STATUS: Contingent II / Non-Exempt
DEPARTMENT: Public Safety
OPEN DATE: January 28, 2015
CLOSING DATE: February 10, 2015

Responsibilities: Supports the Bowie State Police Department by enhancing the safety and quality of campus life by providing high quality security service to the Bowie State University community; promptly reports all crimes, fires, vandalisms, accidents, breaches of peace and any other incidents; records/logs safety issues and maintenance problems; alerts/assists police and emergency response team with fires, disasters, accidents or any similar events (as directed); patrols campus on foot and by motorized Segway/Electric vehicle; communicates with police radio; notes/reports the conduct of any suspicious person(s); enforces parking regulations and issues parking citations to illegally parked vehicles; provides escort services when needed; works special events; operates guard booth and security gate; operates and monitor security surveillance cameras.

Qualifications: High school diploma or GED required. Must possess a valid driver's license; ability to comply with oral and written instructions; compose/complete basic reports; detect situations imperiling life, safety and property; perform safety and security while extensively sitting, standing and walking; effective and excellent communication skills and the ability to operate two-way radios and telephones.

This position requires working 40 hours a week, Monday through Sunday with rotating shifts.

SALARY: \$25,118 - \$28,699

GRADE: 4

APPLICATION: Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

**Office of Human Resources
Bowie State University
14000 Jericho Park Road
Bowie, MD 20715
JOBS@bowiestate.edu**

Bowie State University is an Equal Opportunity/Affirmative Action Employer
Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

In accordance with the Clery Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.