

The University Libraries have an opening for a part-time Security Officer. Apply online at <https://hrs.missouri.edu/find-a-job/staff> with Job ID 30673.

The security officer maintains the security and integrity of the library, its employees and its patrons. The officer is responsible for rounds, closing procedures, locking and unlocking doors, assisting patrons and staff, setting/disarming alarm systems, handling and/or reporting maintenance and custodial problems and, in general, dealing with any emergency or routine situations as needed.

- Complete hourly rounds through the building (every half hour during finals week), verified by use of a Watchman device and checkpoints throughout the building.
- Staff the North and West security desks when not staffed by other security employees:
  - Prevent improper removal of library materials.
  - Answer general patron inquiries, connecting patron with other library staff as necessary.
  - Process lost and found items.
- Ensure the security the physical spaces of Ellis Library:
  - Lock or unlock doors as needed.
  - Perform spot checks on alarm systems and secured areas.
  - When necessary, lock all Administrative offices, maintenance rooms and enable alarms.
  - When necessary (during intersessions or other periods of reduced hours), close or open the library.
- Assist patrons:
  - Answer general patron inquiries, connecting patron with other library staff as necessary.
  - In the event of a theft, work with patron and MUPD.
- Prepare for and handle emergency situations:
  - Understand and memorize the procedures for tornados, flooding, fire, earthquakes and medical emergencies.
  - Keep up certifications in CPR and First Aid, and understand how to work the AED machine.
- Investigate and report security incidents (e.g., policy violations, thefts, emergencies, etc.). Initiate communication with supervisor regarding security issues, project difficulties, etc.
- Investigate, correct and report maintenance problems (i.e. plumbing, elevators, alarm systems, spills of a non-biohazard nature, etc.):
  - Report issues to the proper departments and check on the progress of these reports.
  - Handle simple maintenance problems if possible.
- Support fellow security employees:
  - Provide backup for other officers. May be called on at times to cover all or a portion of the shift belonging to another officer until such time as one of the part-time officers can come in to cover time.
- Perform special projects and other duties as assigned.

### **Qualifications:**

A high school diploma or experience from which comparable knowledge and skills can be acquired is necessary.

Must be able to pass standard First Aid and CPR courses.

Possession of a valid Missouri driver's license is required.

Requires the ability to move a book cart weighing at least 200 lbs. (these are on wheels).

Requires the ability to transport several books at one time and/or move boxes of books (up to 50 pounds).

Basic computer/keyboarding skills are required.

Prior security experience.

Strong interpersonal and communication skills. Ability to establish and maintain positive working relationships with other staff.

Ability to both follow established guidelines and appropriately respond to unique situations and meet project deadlines.

Intermediate to advanced computer/keyboarding skills are preferred.

May require the ability to obtain/place materials on shelves at ground level and on shelves up to nine feet in height using step stools, ladders, or other devices.

May expose you to mold and dust.

May require the ability to perform very detailed work.

Ability to complete scheduled walking rounds through the building.

**Shift:**

This position will work 20 hours a week. Primarily evening and/or weekend hours may be required.

**Pay:**

\$11.00/hour

**Benefit Eligibility:**

This position is not eligible for University benefits. Individuals in non benefit eligible positions may choose to participate in the Tax Deferred Annuity Plan (403b). For information about this plan, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

**Diversity Commitment:**

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

**Equal Employment Opportunity:**

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)