



**Title:** SA I – Security Guard

**Pay rate:** \$16.00/hr

**Schedule:** Variable hours throughout spring, fall and summer semesters

- Maximum 25 hours per week, 50 per pay period in spring and fall. Up to 40 hours per week in summer.
- Flexible hours around academic commitments.
- Mornings, afternoons, evenings and late evenings, including some academic breaks and holidays. Friday and Saturday closing shifts are required.

**Eligibility:** Work study welcome but not required.

**Description of work area:** The UMC Administration supports the programmatic, business and operational goals of the UMC. Our work is grounded in our mission to be the heart of campus, and we strive to provide an inclusive and welcoming environment to all.

**Position description:** UMC security guards assist the UMC in supporting the mission of Student Affairs by providing various public safety and security functions within the UMC. The primary purpose of UMC Security is to ensure the safety and security of the UMC facility. UMC Security enforces UMC policies, rules and regulations as established by the UMC administration and general Campus Use of University Facilities (CUUF) policies.

**Duties** include, but are not limited to:

- Communicating using a cell phone and radio to receive directions and instructions.
- Locking and unlocking secure areas.
- Conducting foot patrols inside and outside.
- Contacting people and explaining and enforcing building use policies.
- Responding to calls for service.
- Providing basic medical first-aid response.
- Writing incident reports.
- Providing event security which could include operating a metal detector, conducting pat-downs and screenings and other event duties as assigned.
- Assisting with weekly table tent change.
- Serving as a backup for custodial, setup and AV when needed.
- Performing other duties as assigned.

**Responsibilities** include, but are not limited to:

- Reading and signing a UMC guard agreement outlining specific work duties, behaviors and agreements while working as a UMC security guard.
- Complying as a campus security authority (CSA) and understanding mandatory reporting responsibilities.
- Wearing and maintaining required uniform items, furnishing personal clothing that is required for event security such as black or khaki pants and nice shoes, and laundering personal uniform shirts.
- Closing and securing the UMC at closing time; locking doors and clearing out patrons.
- **May** be asked to assist in emergency situations, however, no UMC guard will ever be expected to risk personal danger or participate in any life-threatening duties as part of this position.

- Maintaining confidentiality and sensitive information. Moral integrity is paramount.
- Performing any other job duty as assigned or deemed necessary by a supervisor or manager.

**Required skills:**

- Willing to work independently and as part of a team.
- Ability to communicate clearly and effectively; read, write, speak, listen to, comprehend, observe, follow specific instructions, recall conversations and remain standing for extended periods of time in the same or different locations.
- Availability to attend all required departmental meetings and trainings.

**Required training for position:** (all required trainings are paid)

- CU Discrimination and Sexual Misconduct Policy and Campus Security Authority
- CPR/first aid/ AED certificate
- TIPS certificate (responsible alcohol service)
- Active Harmer (Shots Fired)
- Phonetic alphabet for radio protocol
- De-escalation techniques and conflict resolution
- Incident Report Writing and legal aspects of a security job
- UMC Critical Incident Response

**Preferred skills:**

- Customer service or previous security experience.
- Ability to remain calm and collected in high-stress situations.
- Current or previous military experience welcomed and encouraged to apply.

**Learning outcomes:** The UMC is dedicated to supporting the learning and development of the whole student. We strive to provide training opportunities as well as coaching and evaluation feedback for all our student employees. The UMC also understands that student learning and development is a dynamic process, and the student holds the responsibility for engaging in these opportunities. While working at the UMC, you can expect to gain experience in the following areas:

- Communication and interpersonal skills.
- Problem solving.
- Professionalism and leadership.
- Creating a safe and inclusive environment.

**To apply for this position, you must submit an application at:**

[colorado.edu/umc/student-jobs](https://colorado.edu/umc/student-jobs)

**Job posting contact:**

Tristan Ikeda, UMC security chief, [tristan.ikeda@colorado.edu](mailto:tristan.ikeda@colorado.edu)

**UMC mission statement:**

As the heart of campus, the UMC supports students' academic success by providing opportunities for student involvement, leadership development, and entertainment in a welcoming and inclusive environment.

**UMC values:**

The following core values guide the decision-making and planning of the UMC:

- Diversity and inclusivity
- Engagement with the CU Boulder community
- Honoring veterans
- Quality facilities, programs and services
- Student development
- Sustainability

**Student Affairs inclusion statement:**

The Division of Student Affairs values the diverse backgrounds, histories, identities and life experiences of every member of our community. We strive toward inclusive excellence in making our policies, processes and actions socially just and equitable. We celebrate and embrace differences. We are committed to welcoming and including diverse groups and perspectives in building a climate in which all members can thrive in an environment where they feel at home, welcome and safe.

**The UMC is an equal opportunity employer:**

The UMC does not discriminate in any condition of employment based on race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status.

**Background checks:**

The University of Colorado Boulder is committed to providing a safe and productive learning and living community. To achieve this goal, background checks for this position will be conducted.