



UMC SECURITY DEPARTMENT

SECURITY GUARD JOB DESCRIPTION – SPRING 2018

Thank you for your time and interest in applying for this position. This package will guide you through the application process and will provide you with the most important pieces of information to successfully complete your application and learn about the job.

1. Complete the online application found at <https://www.colorado.edu/umc/jobs/student>
2. Please provide your @colorado.edu address, as we won't contact you on any other email address.

Application Requirements

- Because the Security department at the UMC is run by students, you must be enrolled in six credit hours for undergraduates, or three credit hours for graduate students, in order to be eligible to work.
- A background check will be conducted for all hired applicants.
- We require a minimum of 10 hours per week and a maximum of 50 hours per two-week pay period.

Expectations of the Security Guard

- As a campus security officer, the role of the Security guard is to prevent, observe and report. The main responsibility is to protect the property and the people of the campus, and more specifically, of the UMC.
- Employees are expected to conduct themselves with professionalism, inspiring confidence and trust, protecting the guiding principles of the UMC.
- Employees are expected to do their job with absolute attention and alertness, without any condition that might impair the guard's ability to properly respond.
- Give radios, keys, uniforms and any other tools provided a correct use.
- As most of the UMC activity takes place on the weekends and evenings, weekend and late night shifts are required for all employees. You must work at least one graveyard shift per month.
- Communicate in writing and verbally clearly and effectively via reports, email, meetings, and trainings. It is vital to maintain efficient and productive relationships within and outside the department.
- Completion of different trainings outlined in the UMC Handbook and Security Manual:
 - New Student Employee Orientation
 - Discrimination and Harassment training
 - Campus Security Authority
 - TIPS – Training for Intervention Procedures (Alcohol sale, service and consumption)

- CPR/First Aid/AED
- Diversity Training
- Student Employee Retreats that are mandatory
- Internal departmental trainings (Active Harmer, building procedures, etc.) and any other mandatory training

Security Building Requirements

- All guards work both Building and Event shifts.
- During Building shifts, guards are expected to conduct hourly rounds of the building to ensure compliance with building policies.
- Guards might be requested to open and lock offices throughout the building, as well as help any patron, staff or student that requires assistance with regards to their safety.
- Building shifts range from two-hour shifts to eight-hour shifts. Closing and graveyard shifts require guards to stay later in the night.
- Guards are provided with their building security uniform, which has to be worn at all times during their building shifts.

Security Event Requirements

- All guards work both Building and Event shifts.
- When events are scheduled, a sign-up sheet is posted in the Security office. At that point guards may sign up for the available shifts they prefer to work. This is an opportunity for guards to acquire extra hours and make their own schedule.
- The number of events each guard is expected to work over the following two weeks will be posted before each pay period.
- Events can range from large concerts to small award ceremonies. The UMC serves as a central hub for many groups. Security guards are expected to represent the values of the UMC and conduct themselves in a professional manner at all times. This includes
 - Making contact with clients to establish event timeline
 - Being present and standing at an assigned position for the duration of the event
 - If working an alcohol event, ensuring that no one under the age of 21 is being served alcohol and cutting off guests who show signs of intoxication.
 - Assist the client with any further needs during event
- The dress code for events includes a security event polo (provided), khakis or black pants, and dress shoes. Sometimes there are “dress nice” events that require business casual attire to be worn.
- Communication skills are essential for success during events. Guards may interact with clients, catering, setup, AV and PD during an event and need to be able to communicate with each department efficiently.
- Guards are expected to handle high-stress and fast paced situations since emergencies can occur at any point, including event times.
- It is important for guards to also have patience since events can sometimes run over allotted time, or can last for hours. Guards are expected to adhere to the security policies for the duration of the event.

Student learning opportunities and Leadership Outcomes

The Security Guard job at the University Memorial Center provides different possibilities to engage both socially and professionally with other departments of the UMC and some others around campus. The trainings provided to the Security Guards range from the acquisition of specific skills (like responding and reporting to the Police Department) to diversity trainings, where current social, political and cultural issues are discussed. On the other hand, it is possible to get promoted to leadership positions within the department (Chief of Security, Deputy Chief of Security) depending on the availability of the positions and the current staff.

Contact Us

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