



Title: UMC Security Guard

Area: UMC Operations

SA Level: SA I

Pay Rate: \$15.00/hour

Schedule: Up to 25 hours/week, some evening and weekend work required

Work Study: Welcomed, but not required

Application Deadline: OPEN

Undergraduate students: Must be enrolled in at least six credit hours

Graduate students: Must be enrolled in at least three credit hours

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 trainings

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.

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 of 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 at the UMC, you can expect to gain experience in the following areas:

- Communication and Interpersonal skills: practice active listening and receiving feedback, engage in empowered conversations with supervisors and colleagues, create clear and effective communications in person and in writing, and learn to positively represent the UMC and our mission.
- Problem solving: proactively address issues in your work area and develop critical thinking abilities, conflict and crisis skill management, seek support from your team, develop confidence and autonomy in your role and follow through on projects.

- Professionalism and Leadership: Exhibit responsible decision-making and personal accountability. Dressing appropriately for your role, exercising leadership in job responsibilities, practice with professional development, following UMC professional guidelines for timekeeping, work hours and working with the public, practice with time keeping software.
- Creating a Safe and Inclusive Environment: learning to encourage and promote a welcoming environment in the UMC, attending Diversity trainings, contributing to creating inclusive spaces and supporting the Student Affairs Division inclusion statement.

To apply for this position:

Please fill out an application by visiting the UMC Jobs webpage at www.colorado.edu/umc/jobs/student.

Job Posting Contact

UMC Reception Desk 303-492-6161

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 on the basis of 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 that goal, background checks may be conducted