University Staff Job Posting
Security Officer

Posted Salary: $13.00 per hour

Summary: This position, under direct supervision, maintains security and safety of people and property in venues operated by ASU Gammage and other assigned areas on the university campus by patrolling areas on foot and enforcing departmental and university rules and regulations. Stop and Greet all visitors to venues and provide excellent customer service while maintaining security. Evening and weekend work is required based on event schedule. This position reports to the Facility Manager.

Primary Responsibilities:
- Control access by ensuring all visitors/staff are properly wearing a valid credential while in secure areas.
- Investigates and/or reports hazards, unusual or suspicious circumstances to appropriate unit for correction or follow-up actions; maintains contact with campus police.
- Checks doors and windows of buildings to ensure they are tightly closed and locked; keep notes in written log of any unlocked doors/windows; submits information to supervisor.
- Observes activity and traffic in assigned area to enforce university rules/regulations; alerts visitors of infractions.
- Patrols assigned areas on foot, checking for fires, vandalism, suspicious activity or persons or safety/fire hazards.
- Unlocks buildings/doors after checking identification in compliance with departmental and university policies.
- Assists any persons in building or on grounds needing directions or campus information.
- Escorts people/property to desired destination when monies, documents or safety of property or persons are a concern.
- Responds to alarms and dispatched calls; decides what actions to take based on situation, facts known and position limitations.
- Decides when incident requires written report; decides which report form to use and submits to supervisor.
- May assist law enforcement officers with crowd control, parking and surveillance at all sizes of events.

Desired Qualifications:
- Knowledge of basic security, crowd management, event operations and fire inspection procedures.
- Knowledge of proper radio procedures.
- Skill in both verbal and written communication with ability to deescalate conflicts.
- Skill in observing situations and decision making.
- Skill in dealing with the public and providing high levels of customer service.
- Skill in preparing reports and proofreading documents.

Minimum Qualifications:
- One year of experience in security field; OR
- Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Department Statement/General Information: For more than 50 years, ASU Gammage has been a top cultural destination in the Valley. The Frank Lloyd Wright designed performing arts center located on the Tempe campus of Arizona State University is one of the largest university-based presenters of performing arts in the world and top touring market for Broadway. Home to the Desert Schools Broadway Across America--Arizona and BEYOND series, the mission of Connecting Communities™ goes beyond the stage and programs and impacts the community through shared experiences in the arts. asugammage.com.

Close Date: October 11, 2017 at 3pm.

How to Apply: Visit https://cfo.asu.edu/hr-applicant and search the staff positions for 36363BR.

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history. This position is considered a safety/security sensitive and will require successful passing of a fingerprint check. ASU is an Equal Opportunity/Affirmative Action employer.