University Staff Job Posting
Security Officer Lead

Posted Salary: $12.00 to $16.00 per hour; DOE

Summary: This position, under general supervision, schedules and leads work of assigned security officers in maintaining security and safety of people and property in venues operated by ASU Gammage and other assigned areas of campus. Trains other security officers in performance of duties. Evening and weekend work is required based on event schedule. This position reports to the Facility Manager.

Primary Responsibilities:

- Coordinates or monitors work activities of others.
- Schedules other security officers to cover required shifts and oversees work activity during shifts.
- Trains new security officers or other personnel and provides on-going direction.
- Patrols assigned area on foot, checking for fires, vandalism, suspicious activity or persons, safety/fire hazards and investigates and/or reports circumstances to appropriate unit for correction or follow-up actions.
- Checks doors and windows of building to ensure they are tightly closed and locked; notes in written log any unlocked doors/windows; submits information to supervisor.
- Observes activity and traffic in assigned area to enforce university rules/regulations; alerts visitors of infractions.
- Assists any persons in building or grounds needing direction or campus information.
- Escorts people/property to desired destination when monies, documents or safety of property or persons is a concern.
- Responds to alarms and dispatched calls; decides what actions to take based on situation, facts known and position limitations.
- Decides when an incident requires written report, decides which report form to use and submits to supervisor; may prepare other written reports as directed by supervisor.
- Unlocks buildings/doors after checking for identification and compliance with university policies.
- Ensures security staff understands all access credentials and properly issues them to all visitors and staff.

Desired Qualifications:

- Knowledge of basic security, crowd management, event operations and fire inspection procedures.
- Knowledge of proper radio procedures.
- Skill in observing situations and decision making.
- Skill in dealing with the public and providing high levels of customer service.
- Experience in leading the work of others.
- Ability to stimulate changes in individual or institutional behaviors to a more sustainable environment.
- Skill in preparing reports and proofreading documents.
- Ability to lead by example in communicating, participating and encouraging support of the programs.

Minimum Qualifications:

- Three years of experience in police or 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 36364BR.

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.