

## **SECURITY GUARD**

The Hampton University Police Department seeks enthusiastic, motivated individuals to join a team of Security Guards. This team will ensure the University is a safe environment for students, faculty & staff by patrolling the University property and grounds, enforcing rules and regulations, assisting visitors and employees, reporting potential hazards and suspicious activities and responding to emergency situations. Security Guards will also assist with investigations, secure evidence, and complete logs and other records.

### **Qualifications**

Candidate must demonstrate the ability to exercise independent judgment, prepare complete and effective reports, and communicate clearly and concisely both orally and in writing. Strong customer service skills are essential. Knowledge and experience with business computer user applications is also necessary. Candidates MUST also be capable of standing and patrolling the campus for several hours at a time on foot. Candidates must be able to successfully complete CPR/AED certification. Certification must be maintained for continued employment. Preference may be given to current sworn law enforcement officers who are in full compliance with DCJS training requirements. A background check is required.

### **Requirements**

A high school diploma/GED, criminal justice, private security or equivalent experience, including the military, is preferred.

### **How to Apply**

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Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at [HROFFICE@hamptonu.edu](mailto:HROFFICE@hamptonu.edu) or fax to (757) 727-5969:

Office of Human Resources

Hampton University

Hampton, VA 23668

*\*\*No phone calls*

*\*\*Incomplete applications will not be considered*

### **Forms:**

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.