

**Job Description**

Security Guard

**FLSA Classification**

Non-Exempt

**Reports to**

House Director

**Date**

Revised: April 1, 2016

**Summary**

This position is responsible for the protection of the premises, assets, visitors and residents while maintaining a high visibility presence. Security guard will prevent all illegal or inappropriate actions through detection, deterrence, observance and reporting.

**Essential Functions**

- Maintains security and safety of people and property in assigned area on Delta Gamma property by patrolling areas on foot and enforcing rules and regulations
- Patrols premise to prevent and detect signs of intrusion and ensure security of doors, windows, and gates
- Answers alarms and investigate disturbances
- Monitors and authorizes entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises
- Calls police or fire department in cases of emergency, such as fire or presence of unauthorized persons
- Inspects and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering
- Adheres to campus, Fraternity House Corporation Board, and chapter policies and rules

**Competencies - key performance indicators to be successful in this position include:**

- **Problem Solving:** Solves problems with effective solutions.
- **Time Management:** Effectively and efficiently manages and prioritizes tasks.
- **Character Analysis:** Is a good judge of people.
- **Composure:** Handles stress when difficult situations arise.

**Supervisory Responsibility**

This position may have supervisory responsibilities.

**Work Environment**

This position will work indoors and outdoors.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 75 pounds or less. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

**Position Type/Expected Hours of Work**

This position may be a full-time or part-time position on an as needed basis. Days and hours are established by the House Director at the location. May vary during special events.

**Travel**

No travel is expected for this position.

**Required Education and Experience**

High school diploma or equivalent.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

House Director: \_\_\_\_\_

Employment Committee Chair/House Corporation President: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_