



Vacancy Announcement
Security Officer
Campus Police and Safety

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 153 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world.

The Security Guard will protect people and property from possible criminal activity.

Duties/Responsibilities:

- Patrols and monitors an assigned area; reports suspicious activities to local authorities.
- Monitors surveillance cameras, inspects property, and monitors crowds.
- Contacts law enforcement or fire department in case of an emergency.
- After business hours, checks doors, windows, and gates to ensure the property is secure.
- Investigates reports of suspicious activity on the property.
- Reasonably detains persons suspected of criminal activity until law enforcement arrives.
- Escorts discharged staff, trespassers, and other unwelcome parties off the premises.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent observational skills and attention to detail.
- Authoritative verbal communication skills.
- Ability to remain calm in high-pressure situations.
- Ability to learn the layout of the property and buildings.

Education and Experience:

- High school diploma or equivalent required.
- Security guard training certification preferred.
- Previous experience a plus, but not required.

Physical Requirements:

- Ability to patrol the property and access areas quickly.
- Physically able to capture and detain individuals if necessary.
- Prolonged periods sitting at a desk and monitoring surveillance equipment.
- Must be able to lift 50 pounds at a time.

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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