



## Savannah State University Position Description – Security Guard

### ***POSITION DESCRIPTION***

Position Title: Security Guard FLSA Status: Non-Exempt  
Reports to: Public Safety Sergeant  
Department: Public Safety  
Date Prepared: June 4, 2008 (Revised)

### ***BASIC FUNCTION***

This position assists law enforcement in the protection of lives and property through vigilant surveillance of the campus, utilizing motorized and foot patrols. Duties include, but are not limited to opening campus facilities for business and securing them following the close of business.

### ***NATURE & SCOPE***

Reporting to the Public Safety Sergeant, this position works closely with the Communications Officer on duty. The position is responsible for building security and to ensure that buildings are secure.

This position opens buildings for individual when needed and locks buildings to protect property.

The Security Guard is a part of the overall public safety effort on campus, as this position is always monitoring activities on campus and serves the role of a deterrent to activities that are not desirable on campus.

Works closely with Police Officers as needed.

### ***PRINCIPAL ACCOUNTABILITIES***

- Responsible for student's rooms and surrounding common areas.
- Responsible for faculty offices and staff offices
- Monitors the parking areas.
- Serve as the eyes and ears for the Public Safety officer while driving from building to building.

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires four years of high school or GED equivalent. Applicant must have excellent customer service skills and high professional standards, including the ability to maintain confidentiality of highly sensitive information.