

## **University of Wisconsin-Milwaukee Libraries Evening Student Security Guard**

Available shifts: Monday through Thursday 8:00 p.m. – 1:15 a.m.

The UWM Libraries hire student security guards to keep watch and to help identify and prevent dangerous and risky situations before they become problematic. Under the supervision of the Facilities Manager, a security guard performs a variety of duties including but not limited to the following:

- Carefully follow all procedures to securely close the building at the scheduled times;
- Regularly patrol the building and push in chairs, pick up debris, and otherwise make spaces look tidy while doing so;
- Respond to alerts from the loss prevention scanner and remain observant as to who is entering and exiting the library while staffing the Welcome Desk;
- Knowledge of and ability to enforce library building policy;
- Attend to emergency or alarm situations through investigation, and to communicate findings to supervisor and campus police verbally and in writing;
- Investigate staff and patron reports of custodial or maintenance needs;
- Write accurate incident reports summarizing occurrences with relevant details;

Job requirements include:

- Ability to interact with a wide variety of people;
- Ability to walk long distances while conducting building patrols;
- Ability to move tables, desks, or other heavy objects found to obstruct walkways;
- Ability to enforce building policy while deescalating high conflict situations when possible;
- Must pass background check free of criminal convictions and no history of violence.

### **HANDSHAKE NOTES:**

1. Job description
2. Required documentation: Email Student Security Guard application to Steve Keltner at [keltners@uwm.edu](mailto:keltners@uwm.edu)
3. Wage: starting at \$10.00/hour
4. Job Type: On Campus
5. Employment Type: Part Time
6. Work Study: No (not required for employment)