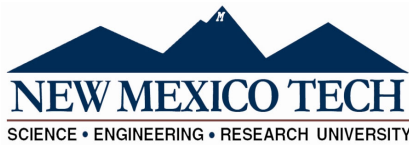


Posted: May 9, 2023



POSITION ANNOUNCEMENT

TITLE: SECURITY OFFICER

DEPT: CAMPUS POLICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Patrol campus and/or EMRTC field test site, Maintain Peace, and enforce Policy set by New Mexico Tech. Provide support for campus events and assistance to community members.

JOB FUNCTIONS:

- Open and secure campus buildings, and perform security checks of EMRTC field lab sites or staff the EMRTC Control Point. 50%
- Conduct security patrols of campus to help identify safety concerns, community compliance with school policy, and criminal behavior. 30%
- Participate in departmental training, general housekeeping, special events, and other activities, etc. 10%
- Perform and other duties as assigned. 10%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Must be 18 years of age. Read, understand, and interpret directives and other operating procedure. Communicate well orally and in writing. Make split-second decisions in a stressful or hostile environment that may affect the safety of everyone involved. Punctual and Self Motivated. All applicants must be able to maintain strict confidentiality. All applicants must be able to remain calm in emergency situations. All applicants must be able to deal effectively with co-workers and the public using tact and diplomacy. The ability to pass extensive criminal check. Valid New Mexico driver's license (Prior to hiring). Ability to Obtain defensive driving certification (DDC) (Provided by Department). NCIC Security Awareness Training, Campus Security Authority, Title IX (Provided by Department). A pre- employment drug screen required upon hire.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 10%	Sitting 55%	Walking 25%	Pulling 1%
Pushing 1%	Lifting 1%	Stooping 1%	Kneeling 1%
Crawling 1%	Climbing 1%	Reaching 1%	Other 2%

Apply to: nmtjobapps@npe.nmt.edu