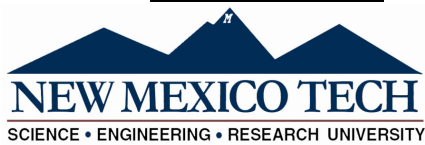


Posted: December 22, 2025



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:

This position provides routine security coverage in support of campus public safety operations. Duties include conducting foot and vehicle patrols, securing and unlocking buildings as directed, monitoring campus activity and events, responding to calls for service that do not require sworn law enforcement authority, and assisting with access control and facility security. The Security Officer role supports sworn officers by providing visible presence and maintaining a safe environment across New Mexico Tech facilities. Assignments may vary based on operational needs and staffing requirements.

JOB DUTIES:

Conduct foot and vehicle patrols to help ensure the safety and security of campus facilities and grounds.

Secure and unlock buildings as directed; monitor doors, gates, and access points.

Monitor campus activity and special events; provide visible security presence and assistance as needed.

Respond to routine calls for service, observe and report suspicious activity, and assist sworn officers as appropriate.

Participate in departmental training, complete required documentation, and perform other duties as assigned.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math required. Must be 18 years of age. Ability to perform prolonged standing, walking, and routine patrol activities. Ability to work independently, follow established procedures, and exercise sound judgment. Ability to work

rotating shifts, including nights, weekends, and holidays. Must have a valid New Mexico Driver License. Defensive Driving Certification. The department will conduct extensive criminal checks on all applicants. Positions employed at Campus Police are subject to a pre-employment drug screen.

DESIRED QUALIFICATIONS:

Prior experience in security, customer service, or a public safety related role. Familiarity with basic patrol procedures, access control, and professional interaction with a diverse campus community.

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 40%	Sitting 25%	Walking 40%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling 3%
Crawling 1%	Climbing 1%	Reaching 3%	Other

Apply to: nmtjobapps@npe.nmt.edu or 801 Leroy Pl. Socorro, NM 87801