



SINTE GLESKA UNIVERSITY

JOB ANNOUNCEMENT

Position: Security Guard

Department: Safety and security

Supervisor: VP of General Administration

Contract: 12 month/Hourly

DUTIES AND RESPONSIBILITIES:

- Responsible to patrol buildings and grounds of SGU campus and to protect property against fire, theft, vandalism and illegal entry.
- Responsible to examine doors and windows to determine if they are secure.
- Responsible to watch for and report irregularities, such as fire hazards, leaking water pipes, and doors and windows unlocked.
- Responsible for daily report to record routine checks unusual occurrences, any doors left unsecured, etc.
- Be willing to attend mandatory training.
- Other related duties as assigned in the performance of his/her responsibilities and as mutually agreed upon to the benefit of Sinte Gleska University.

QUALIFICATIONS: Responsible person with a High School diploma or GED certificate. Experience in security and law enforcement preferred. Must have a valid South Dakota Driver's License, reliable transportation with Insurance, and be able to work with little or no supervision.

To apply-submit a completed SGU job application with a copy of your HS diploma/GED, certificate, and any other job related certificates, Driver's license, Tribal ID or abstract to the Human Resource Dept. Please contact Brenda I. Farmer-HR Director, at Brenda.Farmer@sintegleska.edu, 605.856.8261, or pick up an application at the HR office-Admin. Bldg. Applications are also available on the sintegleska.edu website. **OPEN UNTIL FILLED! Incomplete applications will not be considered.**