



Sinte Gleska University

SICANGU LAKOTA OYATE

PO Box 105, Mission SD 57555-0105

Telephone : (605)-856-8100

www.Sintegleska.edu

ACCREDITED BY
THE HIGHER LEARNING COMMISSION - 1983
RECOGNIZED AS A1994
TRIBAL LAND GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position : Security Guard	Department : Campus Safety & Security
Supervisor : Maintenance/Security Director	Contract : Full/Part Time - Hourly

Job Summary:

The Security Guard position is responsible for maintaining safety and security on campus by patrolling buildings and grounds, monitoring access points, responding to incidents, enforcing university policies, and deterring criminal activity, ensuring the well-being of students, staff, and visitors while protecting university property.

Duties & 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 and ensure the inside of the building is secure.
- Required to utilize your assigned fob when entering a building and sign the building security log.
- Responsible for handing in your security logs on a regular basis or when required by Supervisor.
- Will be required to utilize an SGU vehicle during working hours. If emergencies arise, must be approved through supervisor.
- No unauthorized individuals are allowed in any SGU vehicles during working hours, this includes transporting individuals to other locations off campus.
- Responsible to watch for and report irregularities, such as fire hazards, leaking water pipes, and doors, windows left unlocked and campus lighting.
- Responsible for daily report to record routine checks unusual occurrences, any doors left unsecured, etc.
- Will be required to attend SGU events/activities to ensure campus safety.
- Required to have a cell phone or utilize a SGU Security cell phone for communication purposes with supervisor and other administrative staff.
- Will be required to utilize a SGU vehicle while on duty.
- Will be required to cover other shifts as needed to provide 24/7 coverage.
- Will be required to attend mandatory meetings and training.
- Will assist with other job tasks as a floater in the departments of custodial, maintenance, transportation and food service.
- Will be required to follow the chain of command and all SGU Policies and Procedures.
- Other duties as assigned.

Minimum Qualifications & Experience:

- Responsible person with a high school diploma or GED certificate.
- Experience in security and law enforcement preferred.
- Must have a valid SD Driver's license, be insurable and have reliable transportation.
- Must be able to work with little or no supervision.

Confidentiality:

The SGU employees agrees to maintain strict confidentiality regarding FERPA, HIPAA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

Additional Information:

Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

The SGU employee is responsible for ensuring that his/her personnel file is current with regard to official evidence of educational qualifications and experiences. Failure to do so prior to start of the contract year may result in not receiving compensation commensurate with claimed advancement in promotional steps.

To apply submit a completed SGU job application with a copy of your HS Diploma or equivalent, Resume, Transcripts, Certificates, Driver License, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu, Human Resource Director @ SGU Administration Building or call 605-856-8261/email vijayakumar.chebrolu@sintegleska.edu.

Applications are available on the SGU website under job opportunities. The position is open until filled. Incomplete applications will not be considered.