

Wittenberg University
TRIO Upward Bound Program
P.O. Box 720
Springfield, Ohio 45504
Announcement of summer Opening

POSITION TITLE: RESIDENT HALL NIGHT GUARD

Reports To: Head Resident/Upward Bound Administration

Position Summary:

Primarily responsible to provide security and safety for the Upward Bound student population and staff during the nighttime. Is familiar and complies with the program standards and procedures. Also, watch for unusual, illegal or dangerous activities occurring on the premises. Patrol all areas of the property and assist students with room access if required.

Night Security Duties and Responsibilities:

- Follow safety and security policies and procedures at all times.
- Patrols residence hall interior ground.
- Patrols hallways, stairwells, lobbies, restrooms, computer lab, student lounges and first floor office.
- Ensures all student room doors are closed and/or locked and all public access doors locked.
- Might spend all or part of shift monitoring for any suspicious activity, and report to the Head Resident.
- Responsible for maintaining clear and concise logs of all nightly occurrences, suspicious activity.
- Respond to accidents, contact Head Resident as required.
- Assist students/staff during emergency situations.
- Night Guard might also need to evict loiterers or trespassers from time to time. (Escort any unwelcome persons from the residence hall without interrupting the orderly flow of residential operations)
- Performs all duties in a safe manner and reports all accidents to Head Resident immediately.
- Any other duties assigned by the Head Resident/Administration.

Prerequisites:

- Good communication skills
- Pleasant appearance
- Attentive to details
- Computer skills

Salary: \$18.00 per hour

Dates: June 2, 2024, through July 12, 2024. Monday through Thursday. * Sunday, June 2nd Move in Day will be the only Sunday required.

Hours: 11:00 p.m. – 6:00 a.m.

Note: Interested persons must complete an application using the link below; if you need assistance with the application, please contact HR at hure-mail@wittenberg.edu. Applications received after April 26, 2024 will not be accepted. All applicants must submit college transcripts and two (2) letters of recommendation. Apply online at: <https://www.wittenberg.edu/humanresources/employment-opportunities>

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