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## Security Guard

Position # 26-023

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and Vienna, WV. We are not a branch of West Virginia University. We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees.

### **Benefits**

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through [www.peia.wv.gov](http://www.peia.wv.gov) and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employee's spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

### **To Apply**

- Submit an Employment Application packet available at [www.wvup.edu/jobs](http://www.wvup.edu/jobs)
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.

### **Posted**

12/17/2025 with an application deadline of 01/07/2026.

### **Employment Status**

Non-Exempt/Classified/Hourly Staff, full-time regular, benefits eligible position.

### **Shift**

Variable. Standard hours (As scheduled). Full time is considered 37.50 hours a week.

### **Other Essential Job Requirements:**

- This is an on-site position.
- Regular, predictable, and reliable attendance and punctuality are expected to ensure performance of the essential function of the job, including scheduled meetings and shifts.
- This is a 37.5 hour per week position.
- May require working alternate hours or alternate locations upon request to support campus mission.

### **Primary Location**

Main Campus – 300 Campus Drive, Parkersburg WV 26104

## **Pay Grade**

01 (Salary is commensurate with education and experience)

### **Function/Summary**

This position will assist the Campus Police Officer Lead with law enforcement on the WVU Parkersburg campus. This position will provide control assistance for special events and assist in ensuring the physical security and safety of campus students, staff, visitors, grounds and facilities. It will also physically patrol buildings and grounds and enforce campus security regulations on the WVU Parkersburg campus and properties.

### **Minimum Qualifications**

#### Education:

- Required: High school graduate or equivalent.

#### Experience:

- Required: Six months basic computer skills required.
- Preferred:
  - Six months of experience communication and interaction with various cultures.
  - Six months experience with various law enforcement equipment.

#### Licensure:

- Required:
  - Valid motor vehicle operator's license.
  - CPR/AED certification or ability to obtain within six months of employment.

### **Knowledge, Skills & Abilities**

- Basic computer skills and communication software skills
- Excellent communication skills (written, verbal and interpersonal).
- Ability to work independently, as well as collaboratively, and take initiative in one's work
- Organizational skills with the ability to multitask and reprioritize as needed
- Ability to practice autonomy
- Leadership skills

### **Duties/Responsibilities**

60%

- Report promptly to supervisor or appropriate authority any fires, imminent fire hazards, utility system failures, or injured or ill persons and act to minimize injuries to persons and damage to school property.
- Respond to reported acts of theft, vandalism, attempted illegal entry, gross misconduct, or suspicious behavior; investigate, detain individuals if necessary and contact supervisor, campus police officers, or local law enforcement officials.

20%

- Document all incidents and provide written reports relating to daily security activity.



#### HUMAN RESOURCES

- ~~Patrol and enforce parking regulations in campus parking lots; issue citations; disseminate information about college parking and traffic policies.~~

15%

- Monitor plant utility systems and provide written reports relating to building, fixture or utility system defects that require maintenance department service.
- Provide information on visitors, students, staff and others about campus functions; assists motorists and citizens in distress by summoning assistance via two-way radio or other devices.
- Lock down or open facility.

5% General

- Other duties as assigned

WVU Parkersburg is an Equal Opportunity Institution and does not discriminate on the basis of race, sex, pregnancy, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities. Further, faculty, staff, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. WVU Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities. WVU Parkersburg provides a collegial and respectful environment that values the contribution of all faculty, staff, and students.