

Location: Wayne State University Library System

Number of Positions: 2

Days/Hours: As needed

Salary Range: \$15.00/hour, maximum 20 hours/week

Exempt/Non-Exempt: Exempt

Benefits: None

Employment Type: Part-Time

Department: Library Security

Basic description: Duties and Responsibilities: Prevent loss of property and collections by enforcing rules and/or policies relating to the library. Assists in maintaining a safe and secure environment for library patrons and staff alike.

Duties: Knowledge, Skills and Abilities: Knowledge of investigative practices and procedures and security. Knowledge of loss prevention, theft and search procedures. Knowledge of security and life/safety systems and programming. Knowledge of laws and City ordinances pertaining to theft, disturbances, assault and vandalism. Skill in handling disruptive people, and in handling disruptive situations in a discreet and unobtrusive manner. Skill in exercising quick, mature and informed judgment in reacting effectively to emergency situations. Skill in documentation of incidents and personnel issues. Skill in typing concise and grammatically correct reports. Skill in reviewing and maintaining records. Ability to train, supervise and motivate employees. Ability to communicate effectively orally and in writing. Ability to establish effective working relationships with other employees, officials and the public. Ability to work in a physically demanding position and lift 50+ pounds. Ability to use effective and sensitive interpersonal and inter-group relations skills. Scheduling knowledge preferred. Enforce and Respond to violations library policies.

Qualifications: Experience: Minimum three years experience in security, loss prevention, and law enforcement. Minimum one-year supervisory experience. Basic computer experience; including Word, Excel, internet and email.

Education: High school graduate or equivalent.

EQUAL OPPORTUNITY EMPLOYER

Contact

Send all resumes to Mike Hawthorne at Wayne State University Libraries by email **ONLY** ab1418@wayne.edu. **Phone enquires will not be responded to.**