



## **1-year Temporary Part-time Library Security (2 positions)**

### **Qualifications**

- Knowledge of security and safety policies, procedures and programs.
- Ability to take initiative to resolve issues.
- Ability to communicate effectively both orally and in writing in a clear and concise manner.
- Maintain a calm atmosphere and effectively handle emergency situations which may occur
- Maintain the confidential nature of sensitive information.
- Model and maintain a positive work environment; maintain composure and work effectively under pressure.

### **Job Duties:**

- Conducts routine patrols of the interior and exterior of library buildings; monitors buildings for unauthorized and suspicious activities; reports security and hazardous conditions to Library administration; Communicates local law enforcement emergency events identified through local broadcasts and alerts, notifications and in-person reports.
- Intercedes with patrons who fail to comply with the law and/or Library rules and policies; explains rules and policies to patrons; solicits patron cooperation and compliance; enforce correction of infractions through verbal warning; de-escalates sensitive situations.
- Works with Campus Police, and/or emergency medical services as needed.
- Consults with and supports staff, supervisors and managers with internal, workflow, patron, or other work issues to ensure effective library operations.
- Assists with the development of security, operations, and emergency policies and procedures.
- Works with management and staff to implement loss prevention, access control procedures and surveillance and investigative activities.
- May act as a liaison between the library and Campus Police.
- 17-25 hours a week: Sunday- Thursday 8:00pm-12:00am, Friday- 4:30pm-6:00pm, and Saturday 10:00am-6:00pm.
- Perform other duties as assigned.

### **Education and Experience**

- High school diploma or equivalency is required
- Six months experience in a high-volume, customer-service position is preferred.
- One (1) year of recent experience in maintaining, supporting and/or working in safety and/or security environment is preferred.

Please send resume and three references to Misty Kline at [mistykline@tntech.edu](mailto:mistykline@tntech.edu).

Start date August 18, 2025

