



Become a UHDPS Security Officer



The **University of Houston Department of Public Safety (UHDPS)** is looking for persons interested in a career in the Security Service Industry. UHDPS is looking for Security Officers to work closely with our Police Officers to ensure the safety and security of the University and its populace. Work is performed under the regular supervision of a Police Sergeant and facility personnel.

The position of UHDPS Security Officer is a full time position with full benefits, including health insurance, retirement benefits, vacation and sick leave, and paid holidays, among others.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing physical security for University and related properties • Monitoring for violations of the rules and regulations of the University of Houston • Monitoring and reporting suspicious activities or persons, and disturbances of law and order • Ensuring safety of public • Maintaining records and files • Preparing reports • Responding to radio dispatched calls and complaints • Providing security escorts • Performing residential and other building checks • Preparing daily activity reports • Reporting unsafe conditions existing in streets or other facilities • Communicating with departmental contacts and working jointly to resolve security related issues • Maintaining surveillance • Establishing and maintaining contact with reliable sources of information • May assist with criminal investigations • May be assigned to special assignments, such as crime prevention presentations, as qualified • Performing related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to deal courteously, firmly, and tactfully with the public • Ability to interview and report skillfully • Ability to understand and carry out oral and written instructions • Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances • Ability to establish and maintain effective working relationships with associates and the general public

The position of UHDPS Security Officer is an unarmed position. All uniforms and equipment are provided by UHDPS. Candidates must be 18 years of age, and possess a valid Texas driver's license. Work assignments may be any shift and any day of the week. This is a security sensitive position. A Criminal History Record Investigation will be conducted on successful candidates for these positions.

Please visit <http://www.uh.edu/admin/hr/TALENTMANAGEMENT/ProspectiveEmployees.htm> to view currently available positions, and complete an online application for employment; or come to the Department of Human Resources, McElhinney Bldg., Room 347, located on Cullen Blvd. across from Robertson Stadium, entrance 15; or call **713-743-5770**.



The University of Houston, Texas' premier metropolitan research and teaching institution, is home to more than 40 research centers and institutes and sponsors more than 300 partnerships with corporate, civic, and governmental entities. UH, the most diverse research university in the country, stands at the forefront of education, research, and service with more than 33,000 students.

All hiring will be in compliance with the Immigration Reform and Control Act (IRCA) of 1986. IRCA requires all new employees to present documentation proving identity and authorization to work in the United States. The University of Houston is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply.