Library Security Aide ($10.40/hour)

Job Description

Schedule for Fall and Spring Semester: Sundays – Thursdays 3:00pm – 11:00pm
Fridays and Saturdays 3:00pm – 11:30pm

Schedule for Intersessions: Sundays – Saturdays 2:00pm – 6:30pm

Student Pay Range: Highly Specialized Level; Pay Range: $9.10 - $14.10

Job Summary:
Receives general supervision from the Head of Circulation and Circulation library staff while protecting library users, staff, materials, furniture, equipment, and premises; circulates throughout the public and staff areas of the Library to maintain an orderly atmosphere conducive to a safe and pleasant library experience; sustains an outstanding rapport with the public; performs related duties as required.

Essential Duties:

1. Perform hourly rounds of the University library facility (basement – 12th floors)
2. Treat people fairly, equitably and with courtesy and respect
3. Analyze inappropriate and difficult situations quickly and objectively
4. Determine needs and take action as required contacting the Kent State University Police when necessary
5. Deal with disruptive users according to policy and training procedures.
6. Discourage loitering and maintain order.
7. Enforce and administer library policies, rules, and safety regulations through verbal and/or written warnings.
8. Report unruly persons and more serious offenders to Kent State University Police.
9. Survey facilities for problems of security and hazardous/dangerous conditions and report to the Head of Circulation and the Building Curator.
10. Assist in emergency situations
11. Give directions; refer questions about library services to appropriate library staff
12. Build collaborative relationships with the Kent State University police, Head of Circulation and all library staff
13. Understand and carry out oral and written instructions
14. At closing time assure that all library users leave the University Libraries facilities
15. Prepare accurate and competent reports using the Security Checklist on the iPad and the Incident reports on the Intranet
16. Attend required staff training and meetings
17. Use computer and internet with confidence to communicate, find and review information
18. Perform other duties as assigned, which may include troubleshoot copiers, reader/printers, computers, set up and take down for programs, check belongings when security alarm sounds, etc..

**Minimum Job Qualifications:**

1. Knowledge of University Libraries policies.
2. Ability to walk up and down the stairs from the basement to the 12th floor and vice versa.
3. Ability to stand for long periods of time while bending, reaching, twisting, stooping and kneeling while performing various duties.
4. Able to tolerate exposure to dust.
5. Ability to work a flexible schedule that includes evenings and weekends.
6. Ability to work well with staff and public.
7. Ability to interact with a diverse population.
8. Ability to work with minimum supervision.
9. Ability to act calmly and with composure in difficult situations.