



Job Specification

Job Title: Security Guard

Georgia State University

General Description

Performs security duties for the protection of GSU property, personal property and personal protection. Duties are performed under general supervision by Police Department Supervisors and requires work during morning, day, and evening hours; weekends and holidays.

Examples of Duties

Patrols assigned areas watching for and reporting suspicious activities.
Foot patrols required to walk for long periods of time and up and down stairs.
Sitting or standing at a stationary assignment for long periods.
Reports emergency situations.

Knowledge, Skills and Abilities

Knowledge of standard security practices and procedures.
Effective oral and written communication skills.
Effective time management skills.
Effective organizational skills.
Ability to patrol assigned areas.

Minimum GSU Hiring Standard

High school diploma or GED, no felony convictions. Must be able to pass thorough background investigation and take a pre-employment drug screen.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources Classification Section