

JOB POSTING

POSITION: Security Guard
DIVISION: Business Affairs
CLASSIFICATION: Casual, Non-exempt
REPORTS TO: Director of Human Resources
HOURS: Fill-in on shifts as needed
Wages: \$10 an hour

ESSENTIAL DUTIES:

1. Provide security protection for staff, volunteers, and guests. This includes issuing guest badges, checking building clearance and escorting individuals to their vehicles when requested.
2. Establish security checks (interior and exterior) of WXXI. Check doors and report any unusual circumstances to supervisor. Complete and distribute incident reports when necessary.
3. Monitor the "Neighborhood" (internal computer network) and internal email.
4. Train other guards as needed.
5. Other division duties as assigned.

EDUCATION: High school diploma.

EXPERIENCE
REQUIRED: Minimum one year experience as security guard.
Previous experience in police science preferred.

OTHER: **Must be New York State certified.**
Must have valid drivers license and clean driving record.

To apply:

Send letter and resume to WXXI Human Resources Department, PO Box 30021, Roch NY 14603-3021 or email to cedelman@wxxi.org.

WXXI is an Equal Opportunity Employer.