

**Job Title: Auxiliary Security Officer****Anticipated Start Date:** September 1, 2025**Estimated Pay:** \$20 per hour**Schedule: Day.** 5pm- 9pm Monday-Friday**Location:** 413 Academy Street (Newark campus)**About the department / center:**

The University of Delaware Police Department is charged with providing a safe and secure environment for our campus community. All members of the University Police Department are committed to providing proactive, progressive and professional law enforcement services. Department staff are trained to understand the pressures and needs of students, faculty and staff. The department's mission is not only to enforce the law but also to educate students, faculty, staff and the visiting public as to how, in cooperation with the police, they can be better prepared to enhance their personal safety. Our officers strive to develop and maintain a positive relationship with students, faculty and staff to ensure the safety and cooperation of the entire campus community and perform their duties in support of the educational mission of the University of Delaware.

**Role Description:**

Under general supervision, serves as a uniformed member of the University of Delaware Police Department performing routine and diverse duties at University locations throughout the State of Delaware. Requiring independent judgment in the application of prescribed procedures and methods related to University services. Promotes safety and security among the University community; takes corrective action as required in accordance with established rules, regulations and procedures; requires the exercise of tactful and assertive interpersonal communication skills.

**Primary Responsibilities:****Hugh Morris Library Welcome Desk:**

- Incident reporting and documentation/investigation of security incidents.
- Monitors and controls access through the security turnstiles.
- Daily testing and inspection of the security turnstiles.
- Monitors video surveillance of the library and adjacent areas.
- Requests/Documents acceptable identification from patrons without UD ID.
- Perform miscellaneous job-related duties as assigned.

**STAR Campus (Newark Regional Transportation Center/NRTC):**

- Enter accurate reports of passenger counts, number of cars per train, arrival/departure times, and train cancellations.
- Remain visible and conduct foot patrols to deter vandalism, loitering, solicitations, illegal dumping, and other criminal or suspicious activity at the NRTC.
- Will be responsible for raising and lowering the partial high platform at the NRTC.
- Perform miscellaneous job-related duties as assigned.

**Building Security:**

- Securing academic buildings at designated closing times on a daily basis.
- Un-securing academic buildings on weekends/holidays.
- Provide exterior/interior building lockouts.
- Assists with clearing occupants from specific academic buildings at closing times.

Perform miscellaneous job-related duties as assigned

**Qualifications:**

- Minimum of a high school diploma or GED, and one year experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
- Ability to communicate effectively orally and in writing, and interact well with people of all ages and diverse backgrounds.
- Ability to drive motor vehicles.
- Able to be trained in First Aid and CPR.
- Ability to resolve customer complaints and concerns.
- Ability to gather data, compile information, and prepare reports.
- Ability to read, understand, and follow specific instructions and procedures.
- Ability to understand and follow safety procedures.
- Skill in providing protection services to individuals on campus.
- Ability to detect problems and report information to appropriate personnel.
- Skill in utilizing building security and lock systems and procedures.
- Ability to use computing equipment related to the University Police Department operations.

**Special requirements:**

- Minimum of a High School Diploma/GED with three years of related experience, prior law enforcement experience preferred, or equivalent combination of education and experience.
- Possession of a valid motor vehicle operator's license.
- Must also pass a comprehensive background investigation including driving record, financial status and criminal history.

Interested candidates should send a cover letter/resume to [udps-jobs@udel.edu](mailto:udps-jobs@udel.edu).

Please note that dates are subject to change depending on the needs of the department.