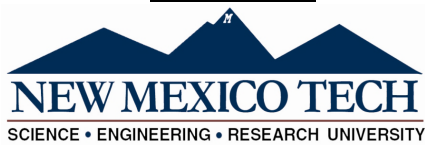


Posted: April 14, 2025



POSITION ANNOUNCEMENT

TITLE: SECURITY OFFICER

DEPT: CAMPUS POLICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

The campus Security Officer position focuses on monitoring campus and EMRTC Field Lab facilities, locking and unlocking buildings, and deterring criminal activity. The purpose is to ensure safety through regular patrols, response to incidents, implementation of preventative measures, and enforcement of university policy.

JOB DUTIES:

Regularly patrol campus buildings, grounds, and the EMRTC Field Lab to observe and address any safety concerns or suspicious activity. Ensure campus buildings are securely locked after hours and unlocked for access as required, maintaining the safety of the campus community. Actively observe and report any criminal or suspicious behavior, taking preventative measures to reduce the risk of incidents on campus. Respond promptly to emergencies, security breaches, or incidents on campus, ensuring proper procedures are followed and safety is maintained. Monitor campus environments to identify potential security risks and take proactive steps to mitigate threats, such as adjusting patrol routes or enhancing visibility in high-risk areas. Participate in departmental training and activities. Provide support for special events. Provide service to community members. Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math required. Must be 18 years of age. Must be able to read, understand, and interpret laws, ordinances, and other operating procedures. Must be able to communicate well both orally and in writing. Must be able to remain calm and make good decisions in a potentially stressful or hostile environment that could affect the safety of everyone involved. Ability to foster an atmosphere of trust in the community and with co-workers. Must have a valid New Mexico Driver License. Defensive Driving Certification. The department will conduct extensive criminal checks on all applicants. Positions employed at Campus Police are subject to a pre-employment drug screen.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 20%	Sitting 40%	Walking 30%	Pulling 2%
Pushing 2%	Lifting 1%	Stooping 1%	Kneeling 1%
Crawling	Climbing 1%	Reaching 1%	Other 1%

Apply to: nmtjobapps@npe.nmt.edu or 801 Leroy Pl. Socorro, NM 87801