Building Resources Specialist

The Building Resources Specialist provides day-to-day supervision of security operations for multiple locations for The Ohio State University Libraries; patrols and secures buildings; works closely with the Department of Public Safety, OSU Police, University Security and Protective Services, FOD (Facilities, Operations and Development), and others to report violations, alarms and other safety issues; supervises access, alarm and surveillance procedures; supervises and trains student staff members; writes and tracks incident reports assists in coordination of facility projects and events; responds to facilities issues related to emergency maintenance of library equipment and operations; assists in oversight of contract housekeeping or other outside contractors; exercises sound judgment; provides independent decision making based on policy and procedure set forth by the University and University Libraries; works primarily a 2nd shift schedule from 2:00pm-12:00am (Friday-Monday) and occasional weekdays to ensure coverage; subject to 24-hour emergency and alarm response call. Consistently demonstrates commitment to our values and promotes an organizational culture of Discovery, Connection, Equity, Integrity, and Stewardship (https://library.osu.edu/strategic-directions) as well as dedication to advance the work of the Libraries Administration unit. All other duties as assigned. This is a temporary role, up to 1-year.

Required Qualifications:
(Per CCS Specs) High school diploma or equivalent certificate; ability to add, subtract, multiply and divide whole numbers and read and write common vocabulary. Valid Ohio driver’s license.

Desired Qualifications:
Knowledge of security policy and procedures for a large public services organization. Knowledge of whole building security alarm, video, and card access systems. Knowledge of University policies and procedures desired. Supervisory experience in a security capacity. Ability to communicate effectively both verbally and in writing. Experience working in an academic setting.

Pay Range:
$15.00 - $18.00 per hour.

Application
Please submit resume, cover letter, and online application at https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Building-Resources-Specialist_R31094 by November 5, 2021.
The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, disability status, or protected veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.