

MUSEUM OF THE ROCKIES

MONTANA STATE UNIVERSITY

Museum of the Rockies Student Security Guard

Position Overview

Museum of the Rockies is seeking a responsible, mature Montana State University student to vigilantly patrol and protect the Museum's building, its contents and occupants, and the surrounding grounds, from known and unknown situations.

Additionally, this position provides excellent customer service to museum visitors by sharing information and program schedules as needed, answering questions, and directing museum patrons.

Position Responsibilities

- Perform security patrols
- Communicate with and assist Museum staff and visitors in several different venues and capacities
- Responding to alarms and emergencies
- Log and write necessary reports
- Analyze various situations and solve problems
- Facilitate the opening and securing of the premises
- Serve as a source of information and customer service for all Museum visitors

Required Qualifications

The successful candidate will be:

- 18 years of age or older and a full-time student at Montana State University
- Willing to submit to and pass a security background check
- Highly motivated
- Communicate effectively both orally and in writing with staff and the public
- Perform duties in a professional manner and appearance
- Able to make independent and good judgment decisions within proper policy and procedures
- Friendly, courteous, and have a positive attitude
- Able to follow instructions explicitly
- Responsible, dependable, and prompt
- A strong problem solver
- Experienced in exercising good judgment in a crisis situation
- Flexible
- Experienced in public safety and how to address issues
- Have a good work ethic both independently and as a team player

Preferred Qualifications

Experience in customer service, security, and/or hospitality
CPR, AED, and some First Aid knowledge (can train)

Physical Demands

Must be able to walk and or stand for several hours at a time and be able to respond quickly to an emergency or an alarm

Availability

Security will be required to work many flexible hours including: some early mornings, late evenings, weekdays, weekends and holidays.

Please send a cover letter, resume and references to:

Ronda Harrison

Museum of the Rockies

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