

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

Security Guard 2
Public Safety
Regular Full-Time Position
Position Number 582230

General Description

The Security Guard 2 works under supervision of the watch sergeant (Police Officer 2 or senior police officer on duty). The Security Guard 2 performs physical security, parking enforcement, general patrol duties and radio/telephone dispatching in support of Police Officers and other Public Safety staff.

Primary Duties and Responsibilities

- Patrol campus, report suspected crimes, accidents or activities of a questionable/suspicious nature.
- Radio communications including serving as dispatcher when required.
- Parking enforcement and traffic control for designated special events.
- Secure, inspect, and open university buildings and facilities.
- Maintain records and prepare reports.
- Testify in court or legal proceedings as necessary.
- Answer and reset fire alarms.
- Perform routine administrative functions as assigned by Director of Public Safety.
- Operate and Monitor Emergency Management and Security System.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to handle multiple tasks simultaneously.
- Ability to operate a vehicle.
- Ability to react quickly and calmly in emergency situations.
- Ability to pursue suspects/suspicious individuals on foot, through University buildings and grounds.
- Ability to run, jump, and physically restrain an individual as needed.
- Ability to perform duties on bicycle, vehicle or on foot.
- Ability to work any shift.
- Ability to interview people and ascertain facts.
- Ability to communicate effectively in person, by radio and telephone, especially with students and visitors to the campus.

Minimum Qualifications

- High school graduate or equivalent.
- Must be 18 years of age or older.
- Must be a U.S. citizen.
- Must have no criminal convictions.
- Must pass a psychological examination.
- Must pass a thorough background investigation conducted by the University.
- Must pass a physical examination by a licensed physician at the candidate's own expense.
- Valid driver's license.
- Must have a telephone for emergency recall by department.

Additional Preferred Qualifications

- Previous security experience.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS