



**African Methodist Episcopal University**  
**34 Camp Johnson Road**  
**Monrovia, Liberia**

### **JOB DESCRIPTION**

**POSITION TITLE** : Security Guard  
**REPORT DIRECTLY TO** : The Director of Securities  
**OPENING DATE** : August 3, 2022  
**CLOSING DATE** : August 17, 2022

#### **PURPOSE:**

- Prepare to respond to incidents that pose a threat to the safety of the AME University staff, students, visitors, and property.

#### **KEY RESULTS AREAS**

- Enhance the safety of AME University

#### **DUTIES:**

##### **General Management Function**

- Prepare to remain alert for the presence of unauthorized individuals that will want to enter the campus of AME University.

##### **Technical Duties**

- Prepare to patrol assigned areas to ensure personal, building, and equipment security.
- Ensure to examine doors, windows, and gates as you monitor the closed buildings for unauthorized persons and/or suspicious activities.
- Continue to inform and warn violators of rule infractions, such as loitering, smoking, or carrying forbidden articles while they are on the premises of the AME University.
- Report irregularities, such as security breaches, facility and safety hazards, and emergencies; contact emergency responders, such as police, fire, and/or ambulance personnel, as required.
- Approach suspicious person(s) or notified the police immediately; you may confront or detain the violators, as required until police arrive.
- Patrol and monitor assigned parking areas to provide security and assistance.
- May perform miscellaneous job-related duties as assigned.

#### **EDUCATIONAL QUALIFICATION**

- High school diploma and at least 1 year of directly related experience to loss prevention and assets control.
- Must have received some sort of training in the discipline of security.

#### **WORK EXPERIENCE**

At least two (2) years of experience with a renowned security firm