

Beinecke Rare Book and Manuscript Library Summer Internship, Security Department

Beinecke Rare Book and Manuscript Library has an exciting internship available for a highly motivated student interested in the Criminal Justice field and looking for both work experience and mentorship. This position will provide necessary security and customer service for all facilities of the Beinecke Library, the collections housed within, and the library's occupants.

Note: This position will have a flexible/rotational schedule. The schedule is determined by the supervisor (with employee input) and may be modified from time to time to meet the changing needs of the Beinecke Library. Security positions are considered essential personnel to the University and staff must report to work when the Beinecke is open.

Weekend Hours Required: Sometimes

Evening Hours Required: Sometimes

- Work with both in-house and contract security officers in an inclusive and professional environment.
- Train as a Beinecke Security employee at multiple locations and in many different capacities.
- Learn policies and procedures and assist by contributing ideas for improvement.
- Work on the newest security equipment in the field. Learn how to troubleshoot equipment and handle vendor relations.
- Training on post assignments, Front Desk, West Desk, Bag Check, Control Room, Security Greeter.
- Scheduling, departmental budgeting, training types and techniques, administrative responsibilities, emergency planning and response, employee relations and discipline and other related duties both at the officer and managerial levels.
- Receive introductions to other Cultural Properties Security, University Security and Police Department leadership and staff.
- Attend select meetings to receive a better understanding of how security interacts with every department within an organization.
- Learn the intricacies of working within a Cultural Properties environment. Training for bag search and handling rare material, communicating rules and regulations to visiting researchers, faculty and students, special event management, etc.
- Participate in building rounds and how to look for safety and fire infractions. Learn reporting procedures for these types of issues. Train on a guard tour system from both a user and administrator perspective.
- Work with Security managers on how to update an online document management system.

Skills and Abilities

1. Superior written and verbal communication skills.
2. Must be willing to provide outstanding customer service.
3. High attention to detail and accuracy.
4. Must exhibit common sense and sound judgment.
5. Flexibility in schedule and day-to-day routine.
6. Ability to multi-task.
7. Ability to excel both independently and as a team member.

8. Must be able to climb stairs, endure extended periods of walking, standing, or sitting.
9. Ability to lift and/or move up to 30 lbs.
10. Must be able to remain calm under pressure and handle stressful situations in a professional manner.
11. Must have general computer experience and be knowledgeable on Microsoft Office, email, etc.

All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, drug testing and credit checks based on the position description and job requirements. All offers are contingent upon the successful completion of the background check.