



## **JOB DESCRIPTION INSTRUCTIONS**

**Name of Position:** Student Worker for Safety and Security Officer\_\_\_\_\_.

**Department:** Security

**Campus Location:** All over campus and Southwestern College property

**Supervisor:** Teresa Nichols

**Length of Contract:** Academic year 2023-2024

**Pay Rate:** \$10 an hour. This position requires the ability to work outside in all types of weather, stand and walk for long periods of time, traverse hills and navigate stairs, and operate with minimal supervision.

**Job Purpose:** *This position supports the safety and security of all students, staff, faculty, and visitors to campus.*

**Job Responsibilities:** *List major duties and responsibilities – below is a list of sample responsibilities that your student worker may or may not be doing. Keep those that are applicable, change or delete those that are not.*

- Answer calls for assistance, such as lockouts or to jump start a car.
- Patrol the campus to monitor for safety
- Ensure that policies are enforced
- Document all activities on shift.
- Other administrative duties or special projects as assigned.

**Qualifications:** *Below is a sample of qualifications, keep what's applicable and delete what is not. Change or add any additional qualifications. Should include training, experience, special requirements, skills, etc.*

- Experience preferred but not required
- Criminal Justice coursework is preferred but not required
- Good computer skills (Word, Sharepoint, MicroSoft Office, etc.)
- Excellent communication skills and detail oriented a must.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Student must be in good standing with the college and have no serious conduct offenses.
- Ability to work between 15 – 20 hours per week (availability on weekends, holidays, is preferred)
- Shifts are 7am-3pm, 3pm-11pm, 11pm-7am
- Valid DL is required to operate patrol vehicles

**Skill Development Areas:**

*•Students will be able to develop excellent communication and conflict resolution skills. Students will learn to multitask in a very active environment. Students will learn about safety and security practices.*

**Evaluation:** *Students will be trained and evaluated on the job and will periodically meet with their supervisor to develop skills as needed.*