

## Position Description

### POSITION PROFILE

**Position Title:** Student Campus Safety & Security Guard / Parking Enforcement

**EOU Department/College:** Campus Safety & Security

**EOU Supervisor Title:** Jim Hoffman, Director of Safety & Security

**Typical Job Duration:** Academic year, potentially extending into summer depending on operational needs and performance.

**Job Level:** \$14.70, Level 4

**Type of Schedule/Typical Hours:** Flexible hours are required, including night shifts and weekends to ensure coverage during various campus events and routine patrols.

**Typical Number of Hours Per Week:** Approximately 15-20 hours, with potential for additional hours during special events or as operational needs arise.

### POSITION INFORMATION

#### Student Position Description Summary:

Protect people and property. Assist in mitigation of threats to the campus community and coordinate response to emergencies that arise. Ensure that campus infrastructure is used in a safe and orderly fashion through parking enforcement and enforcement of university policies. Provide equitable access. Investigate and document anything that affects the safety of the campus, or that might interfere with the university's mission. Must be willing to interact with the campus community. This position is a customer service position. The person in this

position will have daily contact with people requesting and/or needing assistance. This position must also have above-average conflict resolution skills and strong problem-solving skills. The ability to work with limited supervision is critical. The work is varied and unique. This position often works with limited direct supervision and the incumbent must know when to call for assistance to avoid unsafe conditions. The person in this position must have excellent writing skills and have the ability to remain calm in stressful situations. The person who accepts this position must be willing to commit to the work as scheduled and reliably show when scheduled. If you are unwilling to commit please do not apply.

**Job Duties/Responsibilities/Essential Functions:**

- 40% Conduct random and scheduled physical security patrols of the campus and associated buildings and grounds looking for safety or security issues and report findings to the Director or designee then taking appropriate action as instructed. Respond to calls for service received from the security phone or radios. Renders assistance to others as needed (e.g. provide information, give directions, provide access to buildings, provide security escorts.) Provide uniformed security presence at university and/or community events. Report unusual circumstances to the Director of Security immediately. Notifies local police of observed suspicious activities, persons, or conditions
- 10% Monitor security cameras for suspicious or unsafe behavior and report issues to on-duty security officer or Director of Safety & Security.
- 10% Lock and Unlock university buildings, rooms, and gates according to established schedules and as requested by authorized persons.
- 20% Maintain accurate patrol logs daily. Communicate verbally and in writing information to fellow security personnel and the security director as needed and in a timely manner. All communication, written or verbal, will be handled with strict confidentiality in accordance with laws, policies, and procedures.
- 10% Attend training as assigned
- 5% Conduct parking enforcement, and support parking operations as needed. Support facilities by placing cones and barricades to block off areas to facilitate maintenance or repairs. Other traffic control duties
- 5% Perform other duties and projects as assigned

## HIRING CRITERIA

### Minimum Qualifications:

- This position is open to second year students (sophomore) and higher.
- The person in this position must have excellent writing skills and have the ability to remain calm in stressful situations.
- This position leverages technology as a force multiplier so strong computer skills or the ability and desire to learn these skills is necessary.
- Flexibility in scheduling and reliably showing for scheduled shifts is also necessary.
- This position requires the willingness and ability to work variable shifts at any time of the day or night, as well as holidays, nights, and weekends when needed.

### Preferred Qualifications:

- Experience in safety & security work is preferred.

### Desired Knowledge, Skills & Abilities:

- **Security and Safety Knowledge:** Understanding of basic security protocols, safety practices, and emergency response procedures.
- **Surveillance Skills:** Ability to operate and monitor surveillance equipment effectively.
- **Physical Fitness:** Capable of performing physical tasks, walking patrols, and responding quickly to emergencies.
- **Communication Skills:** Excellent verbal and written communication skills for reporting incidents and interacting with the campus community.
- **Problem-Solving Skills:** Strong analytical skills to assess situations quickly and effectively, making decisions under pressure.
- **Attention to Detail:** Ability to notice small changes in the environment that might indicate security risks or safety violations.
- **Interpersonal Skills:** Skilled at dealing with people tactfully and professionally in a variety of situations, including conflict resolution.
- **Technological Proficiency:** Comfort with using technology, including security systems, computer databases, and possibly some knowledge of legal software used for reporting and documentation.
- **Adaptability and Flexibility:** Willingness to work various shifts, including nights, weekends, and holidays, adapting to changing work schedules and environments.
- **Integrity and Discretion:** Strong moral principles and the ability to handle sensitive information confidential.

## STUDENT LEARNING OUTCOMES

*As a result of completing this internship, the student will:*

### **Academic Learning Outcomes:**

- Apply concepts from criminal justice or emergency management courses to real-world security practices.

### **Industry Learning Outcomes:**

- Gain hands-on experience in security operations, enhancing understanding of public safety and emergency response.

### **Career-Readiness Learning Outcomes:**

- Develop key skills in crisis management, communication, and problem-solving that are essential for careers in law enforcement, security, or related fields.

## PROFESSIONAL DEVELOPMENT & TRAINING

### **Professional Development & Training**

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## LEARNING ASSESSMENT & PERFORMANCE EVALUATION

### **Learning Assessment and Performance Evaluation**

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework