



Student Employee Job Description

Position Title	Student Campus Safety Officer		
Date Updated	9/3/20		
Dept Name	Campus Safety	Dept #	712
Contact	Staff Patrol Officer	Email	jharper@multnomah.edu
Weekly Hours	6-20 (Shifts vary between Day, Swing and Grave; Position will also help cover shifts as needed)		
Primary Physical Working Conditions	Outdoors	Primary Location	Portland Campus
Position Summary	Responding to calls for service, securing buildings and property and completing other duties as assigned.		

Responsibilities

- Conducting Routine Patrols of campus
- Answering calls for service
- Observing school access policies
- Performing routine building checks
- Monitoring building alarms

Skills and Experiences gained from this position

- Knowledge in the application of CPR/First Aid and AED
- Verbal and written communication through certification training and interaction with the public
- Private Security guidelines for ethical behavior and introduction to relevant Oregon Regulatory Statutes

Qualifications

- Able to successfully complete Unarmed Security Professional Certification with DPSST (provided by MU)
- Able to obtain and maintain Certificate of Training in First Aid/CPR/AED (provided by MU)
- Able to work in all weather conditions, stand, walk, crawl, run, climb in response to calls and patrols
- Must be available to work some shifts during University holidays and breaks
- Must be at least 18 years of age
- Must possess excellent verbal communication skills with the ability to present and explain safety procedures to students, employees, and visitors
- Prior security, law enforcement, military or EMT experience preferred but not required

General Expectations for all Student Employees

- Communicate with Co-Workers
- Have good customer service
- Follow through on tasks and details
- Communicate with Supervisor
- Manage time and prioritize while at work
- Be on-time to work

Eligibility / Restrictions

- Student Employees cannot exceed 20 hours / week while classes are in session and 40 hours / week during class breaks
- Must be enrolled at least half-time to be eligible for this position

Apply

[Online Application](#)

Contact Staff Patrol Officer

Email jharper@multnomah.edu