



## Student Employee Job Description

<b>Position Title</b>	<b>Student Campus Safety Officer</b>		
<b>Date Updated</b>	1/11/21		
<b>Dept Name</b>	Campus Safety	<b>Dept #</b>	712
<b>Contact</b>	Staff Patrol Officer	<b>Email</b>	<a href="mailto:jharper@multnomah.edu">jharper@multnomah.edu</a>
<b>Weekly Hours</b>	6-20 (Shifts vary between Day, Swing and Grave; Position will also help cover shifts as needed)		
<b>Primary Physical Working Conditions</b>	Outdoors	<b>Primary Location</b>	Portland Campus
<b>Position Summary</b>	Responding to calls for service, securing buildings and property and completing other duties as assigned.		
<b>Responsibilities</b>			
Conducting Routine Patrols of campus			
Answering calls for service			
Observing school access policies			
Performing routine building checks			
Monitoring building alarms			
<b>Skills and Experiences gained from this position</b>			
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			
<b>Qualifications</b>			
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			
<b>General Expectations for all Student Employees</b>			
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			
<b>Eligibility / Restrictions</b>			
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			
<b>Apply</b>			

[Online Application](#)

**Contact** Staff Patrol Officer

**Email** [jharper@multnomah.edu](mailto:jharper@multnomah.edu)