



Student Employee Job Description

Position Title	Student Campus Safety Officer		
Date Updated	7/18/22		
Dept Name	Campus Safety	Dept #	712
Contact	Dir. of Campus Safety	Email	jharper@multnomah.edu
Weekly Hours	8-20		
<u>Primary Physical Working Conditions</u>	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			
Fill in and cover shifts as support to staff officers			
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			
Be flexible and work with other officers to ensure shifts are covered			
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 Dir. of Campus Safety

Email jharper@multnomah.edu