



## Student Employee Job Description

|   |   |                         |  |
|---|---|-------------------------|--|
| <b>Position Title</b>   | <b>Student Campus Safety Officer</b>  |                         |  |
| <b>Date Updated</b>   | 2/3/23  |                         |  |
| <b>Dept Name</b>  | Campus Safety   | <b>Dept #</b>           | 712  |
| <b>Contact</b>  | Dir. of Campus Safety   | <b>Email</b>            | <a href="mailto:jharper@multnomah.edu">jharper@multnomah.edu</a> |
| <b>Weekly Hours</b>   | 8-20  |                         |  |
| <b><u>Primary Physical Working Conditions</u></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  |   |                         |  |
| Fill in and cover shifts as support to staff officers   |   |                         |  |
| 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>   |   |                         |  |
| 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  |   |                         |  |
| <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** Dir. of Campus Safety

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