

STUDENT LABOR POSITION DESCRIPTION

Public Safety

Most Recently Updated 03/24/99

Position Title: Student Public Safety Associate
Must work 10 hrs/wk.

I. Grade Level: 1-4

II. Description:

- A.** The following are the essential duties for a Public Safety Associate in the Public Safety Department:
1. Staff Public Safety office main desk, communicating by phone and greeting the public.
 2. Dispatch to officers via police radio.
 3. Enforce Berea College parking and vehicle regulations by issuing and processing citations.
 4. Process reports and use the computer system.
 5. Clean the office.
 6. Operate the College phone console.
 7. Perform other job-related duties to assist as necessary in the day to day operations of Public Safety.
- B.** The following are *possible additional* duties for this position:
1. If Grade 4, supervise other student workers doing tasks described above.
 2. Work special events after hours providing event security (eg, basketball games, Convocations).

III. Learning Opportunities:

- A.** If Grade 1, develop the attributes appropriate to Grade 1 positions: learning to meet schedules and standards of performance, efficient use of time, healthy attitudes toward work and supervision, working with others, sharing responsibility, recognition of the importance of work, basic skills and information.
- B.** If Grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- C.** If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- D.** If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- E.** Work ethics.
- F.** Different cleaning, computer, customer service techniques.

- G. Organizational skills.
- H. Time management skills.
- I. Responsibility.
- J. Improved sense of how to ensure confidentiality.

VI. Basic Qualifications:

- A. General: Level headedness in a crisis; emotional stability; ability to make clean judgement calls; discretion; good sense of confidentiality; dependability; tact; impartiality; honesty.

VI. Basic Qualifications (cont.):

- B. Skill: Interpersonal and communication skills. Willingness to acquire knowledge of College parking regulations, understanding of why they are important and willingness to enforce them fairly and impartially.
- C. Physical: Good physical condition; strength, and mobility in all weather; hearing ability demanded for dispatching and listening to radio.
- D. Academic: none.

IV. Desirable Qualifications:

- A. Law enforcement, legal, or political science interest or major preferred.
- B. Computer skills preferred.
- C. Computer and office skills are desired to enable the associate to advance in responsibility and pay grade.

V. Narrative Summary :

Student staffed campus Public Safety main desk, talking over the phone and in person with the public, dispatching officers via radio, issuing and processing parking and other vehicle citations; using computer

system to process reports; cleaning office; operating College phone console; and as needed, providing event security after hours. If Grade 4, student supervised fellow student workers in Public Safety office.

Student Public Safety Associate, I