

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

Campus Safety Security Assistant
Campus Safety Department
Ebersole
Director of Campus Safety
Academic Year
\$7.25/hour
The Campus Safety Security Assistant will assist with physical security checks of residential and academic buildings, conduct unlock requests and assist Campus Safety staff with general calls for service.

**Principal Duties
and Responsibilities**

- Provide a high-visibility student peer presence on campus property and surrounding neighborhood.
- Uphold Cornell College Student Code of Conduct outlined in The Compass and assume social responsibility.
- Conduct physical security checks of buildings, lock buildings and perform unlock requests.
- Provide escorts to students or employees in and around the campus area.
- Patrol, observe, and report occurrences in and around the campus, via portable radio unit, to the Campus Safety Officer on Duty, and prepare written reports as requested.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches

- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Must pass Cornell driver training program, must submit to driver history/background check.

Expectations

Reports to the Director of Campus Safety. Regular contact with students and staff.

Working Conditions

Conditions vary from weather/temperature extremes during periods of limited visibility such as evening hours.

Other