Title: Student Building Patrol (3:00pm-11:00pm)
Department: Facilities Services/Safety
Reports to: Assistant Director of Facilities Services & Safety Coordinator

Position Summary:

The Facilities Services Student Building Patrol position is an undergraduate student employee working with the Facilities Services and Safety Offices to provide additional safety and security for the campus by assisting the full-time building security staff. This is achieved through foot patrol of the interior and exterior of campus buildings. The Student Building Patrol will also assist with parking control. Other duties within the Power House may be assigned. These students are expected to work 2 evenings a week (mostly Monday and Tuesday from 3:00pm-11:00pm).

Responsibilities:

- Provide overall campus BUILDING security (i.e. performs evening foot and vehicle patrol of all campus buildings and grounds checking for fires, vandalism, suspicious activity or persons or safety/fire hazards).
- Checks doors and windows of buildings to ensure they are tightly closed and locked; notes in nightly log any unlocked windows/doors and submits this information to Supervisor.
- Check with Event Coordinator for any after hour events. Lock doors as needed when events are over.
- Secure residence hall exterior doors, continually checking these doors throughout the shift to ensure that they have not been propped open and that they are working properly.
- Report to the Power House/Facilities Services Office and damage found (i.e. broken windows, damaged furniture or any other vandalized or damage college property).
- Report to the Valley City Police Department any serious crimes and emergency situations.
- Works closely and cooperatively will the full-time building security staff and Power House staff.
- Maintain radio communication after regular hours with the Power House staff.
- Performs building and door check of all on and off campus buildings at assigned times.
- May respond to after hour fire alarms in all campus buildings. May be required to investigate the alarm and call the Valley city Fire Department if necessary. May be required to rest the alarm once building is clear.
- Unlocks buildings/doors after checking identification and compliance with university policies and procedures.
- Documents after hours incidents on a nightly patrol log.
- Helps to enforce after hour campus parking regulations.
- Performs other duties as required or assigned pertinent to the position.

Qualifications:

- Be a full time undergraduate student (basic).
- Be in good disciplinary standing with Valley City State University (basic).
- Must pass a background check (basic).
- Experience with safety/security (preferred).
- CPR/First Aid certified (preferred).
- Criminal Justice/Law Enforcement education track (preferred).
TRAINING WILL BE PROVIDED

Basic Expectations and Responsibilities

• Must be a positive role model on and off the job.
• Must know and abide by all University rules and regulations.
• Must have some knowledge of campus emergency policies and procedures so that they may respond appropriately to emergency situations.
• Must maintain a positive attitude toward the position.

Knowledge, Skills, and Abilities

• Demonstrates initiative, enthusiasm and dependability.
• Skill in both verbal and written communication.
• Skill in observing situations.
• Ability to work and make decisions with minimal supervision.
• Ability to preserve confidentiality of information.
• Good computer software skills (Microsoft Office).
• Good interpersonal skills and desire to be a team player.
• Experience with customer service- common courtesy in working with students, employees and the public.
• Good organization and time management skills.

Physical Demands

• Occasionally required to stand for long/extended periods of time.
• Regularly required to move about. Will be walking most of the shift.
• Required to climb stairs.
• Required to talk and hear; verbally express information or instructions.
• Ability to work late hours in all weather conditions.