Position Description
Campus Safety Assistants are a component to the success of Security Services operations. Campus Safety Assistants provide customer service centered, uniformed presence on-campus with a focus on campus grounds, academic and athletic facilities. Campus Safety Assistants also perform important tasks, such as providing directions to guests, on-campus student safety escorts and admitting students/staff/faculty to their rooms or offices. Campus Safety Assistants may also enforce campus parking regulations as necessary. Campus Safety Assistants must maintain a calm and professional demeanor and must strive to provide friendly and excellent customer service to all those they interact with. Campus Safety Assistants will be trained in the use of pepper spray and carry it while on-duty. Campus Safety Assistants work evenings, nights, and weekends, and report to the on-duty Campus Safety Officer(s).

Essential Job Functions and Responsibilities:

- Operate 2-way radio.
- Lock/unlock campus buildings and rooms as scheduled or requested.
- Carry and utilize campus master keys, allen keys and access card while on-duty.
- Admit students/staff/faculty to residence or offices.
- Maintain a customer service focused presence on campus grounds, academic and athletic facilities.
- Report any suspicious persons, vehicles and activity to the on-duty CSO(s).
- Assist with responding to fire alarms and medical aid calls.
- Provide on-campus safety escorts.
- Enforce campus parking regulations.
- Maintain working knowledge of department standard operating procedures.
- Maintain a professional appearance.
- Serve as an ambassador to the campus community and visitors.
- Maintain cooperative relationships with co-workers and other departments.
- Interact with Tacoma Fire and Tacoma Police via phone and radio.
- Assist on-duty Campus Safety Officer(s) and complete projects as assigned.
- Maintain current First Aid/CPR/AED certification.
- Maintain a working knowledge of campus geography.
- Assist in maintaining office cleanliness.
- Carry pepper spray while on-duty.

Supervisory Responsibilities
(What positions does this position supervise, if any? What is the extent of the supervisory/management responsibilities?)
No Supervisory Responsibilities
Budget Responsibilities
(What budget responsibilities does this position have, if any?)
No Budget Responsibilities

Minimum Requirements (candidates must possess these requirements in order to be hired into this position):
Maintain a GPA of 2.0 or better. Physically capable of meeting the requirements of walking and climbing stairs for extended durations. Basic first aid training and certification must be acquired during employment. Good judgment, the ability to independently make good decisions, and the physical stamina to work evening and night hours and still attend classes the next day. Good interpersonal skills. Willingness to be trained in the use of pepper spray and carry it while on-duty. Commitment to serve fairly, protect, and communicate, within a diverse campus community.

Candidates must be able to explain and/or demonstrate that they possess the knowledge, skills, and abilities to safely perform the essential functions of the job, with or without reasonable accommodation.
(List the minimum requirements necessary for an individual to be successful in this position. Include education, work experience, knowledge, skills and abilities. If there are physical duties, include what they are as specifically as possible based on validated information—i.e.: lift up to 50 pounds.)

- Ability to walk extensively through campus, including:
- Ability to walk up and down stairs.
- Ability to work in adverse weather conditions.
- Ability and dexterity to utilize keys and 2-way radio.

This Position:

☐ Requires a degree, specific licensure/certification, or other credentials
Degree/credential required:

☐ Requires the use/operation of a personal, rented, or university vehicle to conduct university business on a regular basis