

**AQUINAS COLLEGE
DEPARTMENT OF CAMPUS SAFETY
APPLICATION AND SELECTION PROCESS**

IMPORTANT: Retain these instructions for your reference.

1) Complete the attached employment application. **ALL FORMS MUST BE WRITTEN LEGIBLY OR TYPEWRITTEN!**

2) Present application at the Campus Safety office, located on the west end of the Wege parking lot, by ASAP.

3) Submit **two**, sealed letters of recommendation from persons of your choosing with your application. One should be from a previous employer and the other from someone who can attest to your character. These letters should be received with your application.

4) Based on your application, letters of reference, and background check, qualified applicants will be invited to an interview. The interview will focus on your abilities, background, future goals, and knowledge about the Department. You will also be asked to participate in verbal role plays.

5) All applicants will be notified of their status within one week of interviewing.

6) Selected candidates will be required to successfully complete a pre-service training course that will run and will begin work the following week.

7) Candidates selected as Campus Safety officers and dispatchers will also be required to obtain and maintain standard first aid and CPR certification within the first semester of their employment.

*****NOTE: IF YOU HAVE ANY QUESTIONS ABOUT THE APPLICATION, SELECTION PROCESS OR AVAILABLE POSITIONS, PLEASE CALL SUPERVISOR MARK McCANN AT x3651 OR CAMPUS SAFETY AT x3754.**

AQUINAS COLLEGE
DEPARTMENT OF CAMPUS SAFETY
POSITION DESCRIPTION

POSITION TITLE: Student Campus Safety Dispatcher

REPORTS TO: Supervisors of Campus Safety

PURPOSE: To act as a communications center coordinator to maintain campus safety and security.

REQUIREMENTS: (Includes, but is not limited to the following)

1. Must be a current Aquinas student in good standing.
2. Must be 18 years old or older.
3. Must possess a valid driver's license.
4. Must obtain and maintain standard first aid and CPR certification by the end of first semester of employment.
5. Must have demonstrated strong moral character and good conscience.
6. Must possess and demonstrate good oral and written communication skills.
7. Must be available to work flexible hours including nighttime and weekend hours.
8. Must be in good physical condition, have eyesight correctable to 20/20, and be able to work in all weather conditions.
9. Must successfully complete pre-service training program prior to final appointment.
10. Must pass criminal history background check.
11. Must pass Aquinas College Approved Driver check.

RESPONSIBILITIES:

1. Relay pertinent information to various personnel when it concerns responsibilities of the Department.
2. Dispatch and coordinate field officers via two way radio.
3. Handle all telephone communication to the Department.
4. Handle College switchboard.
5. Implement emergency procedures as necessary.
6. Record all shift activity on department log via computer database program.
7. Type criminal complaints, maintenance requests, letters, memorandums, etc. via various computer network programs.
8. Maintain log of Request Not to Tickets in computer database program.
9. Keep field officers informed of events and responsibilities of the shift.
10. File reports, registrations, and tickets.
11. Complete other tasks as assigned by department administrators.

AQUINAS COLLEGE
DEPARTMENT OF CAMPUS SAFETY
POSITION DESCRIPTION

POSITION TITLE: Student Campus Safety Officer

REPORTS TO: Supervisors of Campus Safety

PURPOSE: To maintain campus safety and security.

REQUIREMENTS: (Includes, but is not limited to the following)

1. Must be a current Aquinas student in good standing.
2. Must be 18 years old or older.
3. Must possess a valid driver's license.
4. Must obtain and maintain standard first aid and CPR certification by the end of first semester of employment.
5. Must have demonstrated strong moral character and good conscience.
6. Must possess and demonstrate good oral and written communication skills.
7. Must be available to work flexible hours including nighttime and weekend hours.
8. Must be in good physical condition, have eyesight correctable to 20/20, and be able to work in all weather conditions.
9. Must successfully complete training program prior to final appointment.
10. Must pass criminal history background check.
11. Must pass Aquinas College Approved Driver check.

RESPONSIBILITIES:

1. Ensure the security of the College by locking exterior doors and windows of all buildings after business hours.
2. Inspect the interiors of buildings for fire and safety hazards as well as unauthorized persons.
3. Report all problems of a mechanical nature.
4. Confront suspicious persons, persons committing criminal acts and other acts that disrupt the educational process or business of the College.
5. Protect College property from theft and vandalism.
6. Provide an escort service from dusk to dawn for all College community members.
7. Admit authorized persons into buildings after normal hours of operation.
8. Open various buildings when needed.
9. Monitor special events or activities as directed.
10. Enforce college policies, state, local, and federal laws as prescribed by department policy and procedure.
11. Respond to complaints of criminal activity and take appropriate action.
12. Regulate on campus traffic and parking by directing traffic, posting signs, and issuing parking citations.
13. Perform other tasks as assigned by department administrators.

Begin with your most recent position and work backwards in chronological order. If more space is necessary use back of page or add additional sheets.

<u>Dates of employment</u> (show months & years)	<u>Name and address</u> of employer	<u>Position/Title</u> description
1. _____ (from) _____	_____	_____
(to) _____	_____	_____
Starting wage: _____	Supervisor's name: _____	
Ending wage: _____	Phone # _____	
Reason for leaving: _____		

2. _____ (from) _____	_____	_____
(to) _____	_____	_____
Starting wage: _____	Supervisor's name: _____	
Ending wage: _____	Phone # _____	
Reason for leaving: _____		

3. _____ (from) _____	_____	_____
(to) _____	_____	_____
Starting wage: _____	Supervisor's name: _____	
Ending wage: _____	Phone # _____	
Reason for leaving: _____		

4. _____ (from) _____	_____	_____
(to) _____	_____	_____
Starting wage: _____	Supervisor's name: _____	
Ending wage: _____	Phone # _____	
Reason for leaving: _____		

REFERENCES

Give names of at least two persons, **other than** past employers, relatives, and those who will be submitting your letters of recommendation, who can attest to your qualifications and characteristics.

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

What is your cumulative grade point average? _____

When will you graduate from Aquinas? _____

Do you qualify for work-study of other financial aid requiring you to work as a part of the aid? _____

If yes, what is the maximum number of hours you are allowed to work? _____

Have you ever been placed on academic probation? _____

Have you ever been placed on social/discipline probation? _____

If yes, explain the circumstances and disposition:

List all written and verbal warnings that have been received from all previous employers:

Academic schedule permitting, are you willing to work late nights, weekends, and school breaks?

If no, please indicate what hours you would be willing to work and why: _____

Are you willing to work as both a Campus Safety officer and dispatcher? _____

Please indicate the person(s), if any, that referred you to the job opening at the Department of Campus Safety: 1. _____

2. _____

Have you ever been convicted of any illegal offenses other than traffic violations? _____

If yes, please complete below.

ARRESTS

Approximate Date

Nature of Arrest

1. _____

2. _____

(use back of page if necessary)

TRAFFIC VIOLATIONS

List all tickets received in the past 3 years:

(use back of page if necessary)

Explain why you would like to work for the Department of Campus Safety. In your discussion, take into account your personal interests, career goals, relationships with other students at the College, etc. Be thorough, but concise. Attach additional sheets if necessary.

Indicate any other information which you feel is pertinent to your background that is not included.

The information given in this application is true and accurate to the best of my knowledge. I understand that false statements on this application will disqualify me as a candidate or may result in my immediate termination if granted employment.

Signature

Date

