

**UWM University Housing
Security Position
Department UDDS 0290
Job Description**

General Description:

He or she will work directly with the Security Program Specialist and Residential Program Manager in maintaining an environment that is conducive to the academic and personal success of residence hall students.

Specific Job Responsibilities:

- Flexible schedule to assist with 24 hour coverage seven days a week including to academic break periods
- Ability to work within the three functional areas of security (monitors, guest registration, and roving)
- Available for ongoing training prior to the start of each semester
- Maintain accurate records for University Housing offices
- Appropriately confront policy and security matters
- Assess and appropriately respond to emergency situations
- Ability to work as a team with other University Housing staff members
- Assure that privileged information remains confidential
- Abide by all University Housing Rules and Regulations and Security Employment Agreement
- Ability to act independently, with little or no supervision and perform a variety of tasks
- Receive mandatory training in First Aid and CPR certification during employment
- Ability to complete paper work, email, and read student Identification cards

General Job Responsibilities:

- Attend regular staff meetings
- Work with individual students in a respectful and understanding manner
- Remain sensitive to others and maintain a genuine interest in working for students' best interests
- Maintain a consistently positive attitude while working with students and staff
- Demonstrate qualities of leadership, responsibility, and maturity
- Act as a role model for the student community
- Alert Security PS and RPS of any problems or potential problems
- Handle special projects and duties as assigned
- Basic computer skills (email, outlook, excel)
- Make ethical decision and maintain professional integrity

Qualifications:

- Retain (at minimum) part-time status (6 hours/semester) as a student at UWM
- Maintain a cumulative 2.25 GPA (incoming freshman are not subject to minimum GPA requirements until end of first semester).
- Must be able to work a minimum 5 hour shift during the academic year
- Must be able to work during academic break periods
- Must demonstrate qualities of leadership, responsibility, and maturity
- Willingness to accept new responsibilities and challenges while learning in the position
- Physically able to handle position responsibilities (able to move through congested areas, walking tours of the building, and able to use stairs without the aid of elevators etc...)
- **Training starts the week August 4th, 2008**

Security Staff Compensation

- Hourly rate starts at \$7.25. Performance will be evaluated on a semester basis, and raises given based on performance.
- Staff shirts and equipment will be provided