

Public Safety Assistant Job Description SUMMER 2019

Goal

To provide the Summer Conferences program with dedicated and enthusiastic service, assuring that guests have a quality and safe experience on the Fresno State campus.

Supervision

Public Safety Assistants are under the direct supervision of the Residential Life and Student Conduct Coordinator and work closely with the University Police Department.

Qualifications

18 years of age or older

Completion of a minimum of 15 units at Fresno State

Strong communication skills

Good disciplinary and financial standing (University & Student Housing)

Satisfactory background check

Expectations

- Full-time commitment May 19, 2019 - August 17, 2019 (ending date subject to change)
- Work cooperatively with the summer conferences staff and other Student Housing staff.
- Act as a Student Housing representative and resource person for summer guests and residents.
- Live on campus as assigned – provided as part of compensation package.
- Attend and participate in all staff meetings, training, and development activities.
- Arrive on time and work all scheduled shifts.
- Demonstrate exceptional interpersonal and communication skills.
- Be able to provide prompt and friendly customer service to conference guests and residents.
- Be responsible and flexible; be able to take initiative, accept challenges and problem solve.
- Uphold and follow California State University, Fresno Association, Inc. policies as stated in the Student Housing Handbook with established modifications for summer conference guests. Follow policies and guidelines established by University Police Department.
- Fulfill responsibilities of the position description and stated job expectations of supervisor.
- Meet established dress code including wearing Student Housing provided uniform and name badge. Must provide own black shoes.

Student Housing

California State University, Fresno Association, Inc.
5152 N. Barton Avenue M/S RH82, Fresno, California 93740

Responsibilities

- Patrol Student Housing and surrounding areas: Nightly 7:00pm to 1:00am
- Provide on-call support to the Summer staff between the hours of 1:00am and 7:00am
- Maintain a professional appearance (uniform shirt and pants {provided}, clean black shoes {provide yourself}, name tag, earrings (if any) small and appropriate.
- Be prepared with necessary equipment while on duty (uniform, radio, cell phone, writing utensils, driver's license/identification card, and notebook).
- Complete continuous rounds in all buildings with Summer Session or Summer Conference residents in between first/last series (training provided). No more than 20 consecutive minutes in between rounds to be spent in the Atrium logging round entries.
- Maintain communication with University Police Department via police radio
- Complete safety checks and report any safety hazard as directed.
- Assist Student Housing staff and Summer Conference Supervisors.
- Report illegal and/or suspicious activity to University Police Department and Student Housing staff following established protocol.
- Provide escort services for residents and summer conference guests.
- If a non-emergency safety issue as it pertains to the facility is noticed while patrolling (i.e. pole light out, etc.), PSA's must submit a Facility Service Request (FSR) for the problem. If a sprinkler is broken, the PSA will place a flag by it.
- Communicate all maintenance and housekeeping concerns to the Facilities Coordinator in a timely fashion and follow through to assure that resident needs are addressed.
- Submit Incident Reports as appropriate (training provided).
- Be familiar with Student Housing emergency procedures and available to assist with emergency calls related to injuries, health, weather, fire, and campus security.
- Uphold the "Summer PSA Code of Conduct"
- Serve as a mature role model in the community
- Model appropriate respect for the health, safety, welfare, and rights of all Summer Conference guests living at Student Housing
- If a situation requires follow up, consult with the Residential Life and Student Conduct Coordinator the day after duty shift
- Confront any violation as it occurs whether or not you are on duty, or contact the appropriate staff member or police if the potential violation warrants assistance
- Assist supervisor in implementing the daily hall business operations and services of the hall (e.g. check-in/out of summer conference groups and night duty).
- Meet weekly with Student Conduct Coordinator and other PSA staff to share information and discuss community concerns.
- Provide housing tours to prospective residents on Dog Days and during the weekend as directed.
- Assume additional responsibilities as identified by the Student Conduct Coordinator or her designee, and University Police.

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Compensation (Approximately 32 - 40 hours/week from May 19 - August 17, 2019—ending date subject to change)

Room and Board:

- Large single bedroom within a 2 bedroom suite as assigned.
- Meal plan at University Dining Hall (during days and hours of operation).
- Utilities paid, free streaming cable, phone service hook-up and local phone service paid.
- Use of Fitness Center, Outdoor Pool, and Computer Lab during open hours.

Stipend:

- New PSA's: Approximately \$1550 earned over the summer if no shifts are missed.
- Returning PSA's: Approximately \$1750 earned over the summer if no shifts are missed.
- Payroll disbursement dates: June 7, June 21, July 8, July 22, August 7, and August 22.
- In the event that Summer Conferences start late stipend payment may be modified.

Note:

- Classes and outside employment must be approved by the Student Conduct Coordinator prior to acceptance and may not interfere with job responsibilities or duties. A maximum of three units per summer session may be approved.
- If you are currently living on campus, a room will be provided for you to stay in or store your belongings between check out for the academic year and check in for the summer conference season.

**Completed application must be returned to the Atrium Customer Service Desk by
Sunday, February 17, 2019**

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