

## Summer 2022 Public Safety Assistant Position Overview

# FRESNO STATE

Student Housing

**Deadline:**  
**Sunday, March 20th**

## Job Description

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To provide the Student Housing summer conferences program with dedicated and enthusiastic service, assuring that guests have a quality and safe experience on the Fresno State campus.

The Summer Public Safety Assistant is under the direct supervision of the Summer Conference Coordinator and Assistant Director. They also work closely with the University Police Department.

## Minimum Qualifications

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- Current Fresno State Student & 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 and Student Housing)
- Satisfactory background check

## Expectations

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- Saturday training prior to official summer start: Date **TBD** (usually early May)
- Full-time commitment May 23<sup>rd</sup>, 2022 - August 12<sup>th</sup>, 2022 (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 Student 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.

## Responsibilities

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- 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 Summer Conference Coordinator or Assistant Director 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 Summer Conference Coordinator and other PSA staff to share information and discuss community concerns.
  - Provide housing tours to prospective residents on Dog Days & during the weekend as directed.
  - Assume additional responsibilities as identified by the Summer Conference Coordinator, Assistant Director or her designee, and University Police.
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## Special Notes

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- Classes and outside employment must be approved by the Summer Conference 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.

## Compensation

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**(Approximately 32 - 40 hours/week from May 23 - August 12, 2022—ending date subject to change)**

### **Room and Board:**

- Large single bedroom within a 3 bedroom suite as assigned.
- Meal plan at University Dining Hall (during days and hours of operation).
- Utilities paid, free basic cable hook-up and service
- Use of Fitness Center and Outdoor Pool during open hours.

### **Stipend:**

- New PSA's: Approximately \$2100 earned over the summer if no shifts are missed.
- Returning PSA's: Approximately \$2300 earned over the summer if no shifts are missed.
- Payroll disbursement dates: June 7, June 22, July 7, July 22, August 6, and August 20.
- In the event that Summer Conferences start late stipend payment may be modified.

*\*2022-2023 Residential Life Staff may not be eligible for the final stipend amount (New and Returning) due to the required end date of August 1<sup>st</sup>. A limited number of RLS members will be eligible for hire.*

*\*In the event Summer Conferences end early, final stipend payment may be modified.*

**Personal Information:**

*Please print legibly*

Name: \_\_\_\_\_ Fresno State ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Major: \_\_\_\_\_ # of College Units Completed as of Fall 2021 \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

**Permanent Address:**

Street Address	Apt/Suite
City	State
	Zip Code

**Local/On Campus Address:**

*Check this box if your Local/On Campus Address is the same as your Permanent Address.*

Street Address	Apt/Suite
City	State
	Zip Code

Student Housing does not discriminate on the basis of race, religion, sex, age, physical challenge, marital status, sexual orientation or national origin in admissions, scholarship and other institutional programs and activities.

**→ An initial employment offer and continued employment is contingent upon a satisfactory background investigation, and other applicable conditions.**

**→ This position requires you to live on campus from May 22nd through August 12th.**

1. Have you ever been employed at Student Housing? (Circle One)

YES

NO

If yes, list the position(s) held and date(s) of employment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Are you currently (or plan on being) employed with any other department or organization with Fresno State, including Auxiliary departments?

YES

NO

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are you in good financial and disciplinary standing with: (Circle One)

- a) Fresno State:            YES            NO
- b) Student Housing:        YES            NO            N/A

If no, explain: \_\_\_\_\_

4. In the space below, describe how your background, interests, and activities relate to your ability to perform effectively in the Public Safety Assistant position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Do you have any commitments (including, but not limited to: another job, Summer Session courses, volunteer work) that would deter you from full-time work obligations, including weekends and after hours from May 22<sup>nd</sup> - August 12<sup>th</sup>, 2022, as well as, one Saturday in May?

YES

NO

Commitment(s)	Date(s)	Time(s)

**RESUME:**

Attach a copy of your current resume highlighting all relevant experiences as it relates to the Public Safety Assistant position.

Suggested categories for your resume include:

- **Employment History:** Employer, position held, dates, short description of duties
- **Leadership and Organizational Involvement (on and off-campus):** Organization name, position held, dates
- **Accomplishments/Special Training:** Title of awards, certificates, conferences, courses, presentations that would be helpful as a Public Safety Assistant (include a short description)

**REFERENCES:**

We prefer two references: (1) A current or former supervisor of a job you have held previously. If you have no previous work experience, you may use any unrelated person who knows you well and would be able to speak to your character and work ethic and (2) faculty member, advisor of volunteer organization or a different current or former employer.

Please provide the following information for your references. By signing below, you are giving us permission to contact the references listed to inquire about your candidacy for the Public Safety Assistant position. *Recommendations will be held confidential and will not be available for the applicant or third parties to review.*

1. Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Occupation & Title: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Occupation & Title: \_\_\_\_\_

**SIGNATURE:**

I certify that the information provided in this application is true and correct to the best of my knowledge.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Return the completed application and your resume to the 24-Hr Service Desk, or email to the Assistant Director of Housing, at [micheledunlap@csufresno.edu](mailto:micheledunlap@csufresno.edu)

**Application Deadline: March 20<sup>th</sup>.**