



Student Housing

2022-2023 Public Safety Assistant

POSITION:	Part-time (15-20 hours a week), non-benefited position with Student Housing through the California State University, Fresno Association, Inc.
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of a Resident Director, the Public Safety Assistant will be responsible for the following functions. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Establish rapport with all residents in order to provide personal support for the individual student regarding personal and academic matters. • Create a sense of belonging in Student Housing and the University • Assist with Student Housing and University wide programs • Encourage retention and student growth within Student Housing and the university by providing group PSA programs each semester • Identify and work with students having social, academic and/or health problems and make appropriate referrals as needed • Model appropriate respect for the health, safety, welfare and rights of all members living at Student Housing by maintaining a respectful living environment • Create a sense of community and an academically supportive environment by establishing limits and enforcing policies • 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 with any emergency in Student Housing • Promote an atmosphere that is conducive to creating an appreciation, understanding, and acceptance of individual differences and lifestyles regardless of socio-economic status, physical abilities, race, ethnicity, sexual orientation, religion, age, gender identity, learning styles, life experiences, or political affiliation • Assist Facilities & Custodian staff to maintain residential facilities • Assist supervisor in implementing the daily hall business operations and services of the hall (e.g. check-in/out, room changes, hall closure, walk shift, desk, package shifts and mail). • Adhere to the terms and conditions of the Housing License agreement, including all policies and behavioral guidelines. • Participate in the selection process for the next academic year Public Safety Assistant staff, as directed • Reside within Student Housing and eat meals in the University Dining Hall as a condition of employment (permitted 4 weekends away per semester with supervisor approval) • Promote on campus living by providing Student Housing tours on a regular basis for prospective residents <p>Patrol:</p> <ul style="list-style-type: none"> • Patrol Student Housing and surrounding areas continuously; Weekdays (Sunday-Thursday) 9:00pm to 3:00am and Weekends (Friday and Saturday) 11:00pm to 5:00am (additional hours may be required) • Continuous rounds require standing, walking, and climbing stairs for a shift of approximately six hours • Complete safety checks and report any safety hazard as directed • Maintain communication with University Police Department via police radio • Maintain a professional appearance (uniform provided) <p>Time Commitments:</p> <ul style="list-style-type: none"> • Commit to the PSA position for one academic school year with a start date tentatively of August 1, 2022 and an end date of May 31, 2023. • Attend Spring Training sessions tentatively scheduled on Thursday, May 12, 2022 at 10am (Dead Days) • Assist with the opening and closing of Student Housing and be present during opening and closing weekends • Maintain each Wednesday from 4-6:00pm for RLS In-Service times

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	<ul style="list-style-type: none"> • Provide duty coverage for extended holiday or break periods (Thanksgiving, Winter or Spring break) as assigned <p>Student Status</p> <ul style="list-style-type: none"> • Public Safety Assistants must enroll for a minimum of 6 and a maximum of 15 undergraduate (minimum 3 and a maximum 10 graduate) units during both the fall and spring semesters in which they are employed • Public Safety Assistants may not attempt to carry more than one night class per week (after 5:00 p.m.) without permission in advance <p>Outside Employment and Major Commitments</p> <ul style="list-style-type: none"> • PSAs may not have outside employment or other major outside commitments that may conflict with the duties or time demands of the Public Safety Assistant position during their first semester of employment as a Public Safety Assistant. <p>Background Checks and Random Drug Testing:</p> <ul style="list-style-type: none"> • Public Safety Assistants are charged with the safety and security of our residential population and are subject to a background check (which includes an initial check into all housing records & Livescan) • Public Safety Assistants may be subject to random drug tests throughout their term of employment <p>Confidentiality and Mandated Reporting</p> <ul style="list-style-type: none"> • Certain information concerning students retained in University records must be treated in a confidential manner and should not be a part of public or private conversation. Improper disclosure of information is prohibited. The federal Family Educational Rights and Privacy Act of 1974 (FERPA) set out requirements designed to protect students' privacy in their records maintained by the campus. • Due to the California Child Abuse and Neglect Reporting Act (CANRA), all CSU employees have an obligation to report suspected or known incidents of child abuse or neglect. • The California State University does not discriminate on the basis of sex, gender, or sexual orientation in the education programs or activities it conducts. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education and activities operated by California State University, Fresno. Likewise, the California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.
<p>QUALIFICATIONS:</p>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Sophomore standing or higher (or have one year of on-campus living experience) <ul style="list-style-type: none"> ○ Please note – first time freshman may qualify for the position • Currently enrolled in Leadership Class (RA 70) or have successfully completed the class previously with a grade of "B" or better. If you are selected for the PSA position while enrolled in the leadership class, your offer is contingent upon completing the Leadership class with a grade of "B" or better. <ul style="list-style-type: none"> ○ Previous residential life staff experience or a leadership class taken at a different institution may be substituted for this requirement • High level of maturity exhibited in sound judgment, emotional stability, flexibility and willingness to accept responsibility. • Strong interpersonal skills and proven ability to interact effectively with others as perceived through the interview process. • Good conduct standing and financial standing with the university and Student Housing (not currently on disciplinary probation and current with all payments). • Have and at all times maintain a minimum 2.5 cumulative and semester grade point average (2.75 GPA preferred). If offered the position, must maintain a 2.5 GPA for spring 2022 semester in order to be eligible to start the position in the fall.

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COMPENSATION:	<ul style="list-style-type: none">• Each Public Safety Assistant will receive a double room set up as a single worth \$7,682 for the year.<ul style="list-style-type: none">○ The PSA may get a roommate if there is a need for space○ Area assignments and specific room assignments are made by the Resident Directors, Residential Life and Student Conduct Coordinator and Assistant Director of Housing.• Each Public Safety Assistant will receive a Platinum (unlimited) meal plan worth \$4,560 for the year.• First Year Public Safety Assistants receive a monthly payment of \$225• Returning Public Safety Assistants receive a monthly payment of \$275<ul style="list-style-type: none">○ To be considered a Returning Public Safety Assistant, the employee must have been employed by the California State University, Fresno Association, Inc. any time after January 1998 and must have served two complete semesters in a row as a Resident Advisor and/or Public Safety Assistant at Student Housing• All staff members will receive a monthly cell phone stipend of \$5 to cover the costs of calls to their cell phones throughout the academic year
FILING DEADLINE:	Open until filled; First review July 11, 2022

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2022-2023 Public Safety Assistant Application

Please type or print neatly:

Name:

(Last) (First) (Middle)

Student ID Number:

Email:

Current Address:

(Street or PO Box) (Apartment #)

(City) (State) (Zip Code)

Telephone: ()

Cell Phone: ()

Permanent Address:

(Street or PO Box) (Apartment #)

(City) (State) (Zip Code)

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Which position are you applying for (check all that apply):

Public Safety Assistant

Total Number of Completed Units: _____

Class Standing: _____

Spring 2022 Semester GPA: _____

Cumulative GPA: _____

Major: _____

Candidates who do not meet the 2.5 GPA requirement may not be granted an interview

Are you able to perform the essential functions of the job, either with or without reasonable accommodation? _____

If not, describe the functions that cannot be performed _____

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. We also comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

APPLICATION QUESTIONS: Attach a typed response to the following questions.

1. List involvements/commitments/leadership positions you will have during the 2022-2023 academic year and how they might impact your RA/PSA position?
2. What are some of the significant leadership and service experiences you have had that relate to the RA or PSA position? How would you apply those experiences to the role?
3. What areas of the position do you feel you would excel in and which areas would you find the most challenging?
4. Considering the diversity of our campus population how would you, as a RA or PSA, enhance the experience for all students in our community?

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

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RECOMMENDATIONS:

Please provide the following information regarding your references:

	Name	Phone Number	Relationship to Applicant
1. Faculty/Instructor	_____	_____	_____
2. Current/Former Supervisor	_____	_____	_____
(If you have never worked before, use someone that can speak to your leadership skills and is not a friend/family member)			
3. Other Reference (Do NOT use a family member or friend)	_____	_____	_____

SIGNATURE:

In signing this application, I verify that the information I have given is correct and understand that should any information be determined to be false, I may be dismissed from the application process. I also give permission for Student Housing professional staff to verify the information contained in this application, including accessing grade reports for the semester prior to application and any semester I work for Student Housing.

Signature: _____

Date: _____

RETURN APPLICATION TO:

Fresno State Student Housing
Michele Dunlap
5152 N. Barton Ave. M/S RH 82
Fresno, CA 93740-8013
FAX: 559-278-5020
micheledunlap@csufresno.edu

Application and attached materials due for consideration. Open Until Filled. First review July 11, 2022.

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