

### Student Security Staff Application

Please complete the entire application carefully and thoroughly. Please type or print. Your answers will be used in assessing your qualifications for the Student Security Staff position.

#### I. PERSONAL DATA:

Name \_\_\_\_\_ Sex \_\_\_\_\_  
Last First Middle

Campus Address \_\_\_\_\_  
Hall & Room Phone Mailbox

Home Address \_\_\_\_\_  
Street City Zip Telephone

#### II. EDUCATION:

Present Status: \_\_\_\_\_ Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior

# Semester hours completed at Simpson \_\_\_\_\_ # Semester hours planned for Fall term \_\_\_\_\_ Spring term \_\_\_\_\_

Expected graduation date \_\_\_\_\_ Major \_\_\_\_\_ Cum GPA \_\_\_\_\_ Last term GPA \_\_\_\_\_

Will you be interning, teaching, or involved in a clinical or special experience of any type?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please explain \_\_\_\_\_

#### III. WORK/VOLUNTEER EXPERIENCE:

List your paid or volunteer experience with most recent listed first. Simpson College employment must be listed.

Position \_\_\_\_\_ Dates held \_\_\_\_\_ to \_\_\_\_\_  
Employer \_\_\_\_\_ Hours/week \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Position \_\_\_\_\_ Dates held \_\_\_\_\_ to \_\_\_\_\_  
Employer \_\_\_\_\_ Hours/week \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Position \_\_\_\_\_ Dates held \_\_\_\_\_ to \_\_\_\_\_  
Employer \_\_\_\_\_ Hours/week \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Responsibilities \_\_\_\_\_

How have the above positions provided you with any experience which is directly related to the position for which you are applying?

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List any special training you have received (e.g. CPR, EMT, WSI, etc.)

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#### IV. ACTIVITIES:

List any activities or organizations you have joined, including community, business or fraternal participation.

| <u>Organization</u> | <u>Office Held</u> | <u>Dates</u> | <u>Type of work</u> |
|---------------------|--------------------|--------------|---------------------|
|---------------------|--------------------|--------------|---------------------|

#### V. REFERENCES

Please list the three references in your behalf. The references must be: 1) a recent employer or volunteer advisor, 2) an administrator, faculty member, or staff member, and 3) any references of your choice, other than a relative. If you will have any problem in obtaining these specific references, please contact the Director of Security (x1711)

| Name     | Title (if any) | Phone |
|----------|----------------|-------|
| 1. _____ |                |       |
| 2. _____ |                |       |
| 3. _____ |                |       |

*The information supplied in this application is correct to the best of my knowledge. I have read the Student Security Staff Job Description supplied with this application and agree to comply with all requirements should I be offered and select a Student Security Staff position. In addition, I understand that should I be hired, I must attend **all** training sessions and scheduled meetings pertaining to the position for which I am hired. (Please refer to job description for required training dates.)*

*I hereby authorize the Director of Security to review and discuss any grades and records of extracurricular activities concerning me that are maintained by Simpson College or submitted by me for their consideration.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

## **Student Security Staff Job Description**

### **Requirements:**

1. Minimum of one semester on-campus residency at Simpson College preferred.
2. Current cumulative grade point average of 2.5 based on a minimum of 12 credit hours preferred.
3. Student Security Staff are expected to maintain their current semester and cumulative grade point average.
4. Maintain full time status during duration of employment (12 hours per semester; 3 hours during May Term).
5. Abide by the policies of Simpson College and Residence Life.
6. Employment is contingent upon clearance by Financial Aid.
7. Employment is for a full academic year.

### **Staff Responsibilities**

#### *SAFETY & SECURITY ROLE:*

1. Patrol (either by foot, bike, or vehicle) all buildings, parking lots and other College-owned property which includes, but is not limited to checking for signs of vandalism and missing or stolen property; securing all windows and checking office doors; securing all doors to academic buildings at scheduled times or as per special request; maintaining security of all campus buildings after locking procedure is complete, and checking exterior doors to campus housing.
2. Prevent, detect, confront, and/or resolve all criminal or unacceptable behavior encountered.
3. Enforce parking regulations and issues citations when appropriate
4. Respond to and investigate any smoke/fire, criminal incidents, and/or accidents reported on College property.
5. Take occasional shifts as Security Dispatch to help coordinate staff efforts and provide office support.

#### *COMMUNITY INTERACTION:*

1. Assist students, faculty, staff and visitors as requested when deemed appropriate.
2. Assist law enforcement agencies as requested.
3. Assist other offices, departments, or divisions of the College to facilitate special events.
4. Be available to work overtime or other shifts in an emergency or as needed to provide adequate security coverage.
5. Participate in campus judicial proceedings as requested.
6. Perform other duties as assigned by the Director of Security.

#### *ADMINISTRATIVE ROLE:*

1. Complete reports on incidents that occur on College property (as appropriate).
2. Complete a daily activity report detailing your activity during your shift.
3. Document and impound all property found or held as evidence.
4. Write work orders on all maintenance problems that require repair.

### **Additional Expectations**

\*Assist in maintaining an academic atmosphere that is conducive to the mission of Simpson College.

\*Serve as a role model to other students.

\*Student Security Staff are expected to notify the Director of Security before committing to activities which may interfere with job performance, which include, but are not limited to, athletics, internships, student teaching, off-campus employment, extra course load, etc.

### **Remuneration**

\* Student Security Staff receive the hourly minimum wage plus \$150 training stipend (\$75 after Fall Training; \$75 at the end of May if all expectations have been met), appropriate Security apparel, and a ½ price blue parking decal during the period of employment.

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