

Security Coordinator 2008-2009

Job Description

Position Description

The Security Coordinator (SC) is responsible for directly supervising the Security Monitor staff and works closely with other campus resources to maintain and promote safety in the residence hall environment. As an employee of the Office of Student Development, each Security Coordinator administers and enforces policies and procedures as outlined in the Residential Living Staff Manual, Security Monitor Staff Manual, University of California Personnel Policies and Procedures, the "Bear Necessities Guide to Living on Campus" and the "University of California Policies applying to Campus Activities, Organizations and Students' Handbook."

The SC's role encompasses security, educational, and staff responsibilities. As such, the SC needs to be a responsible and dependable individual who has a sincere interest in the welfare of the residence hall community. The Security Coordinator will serve as a resource to staff and students. The responsibilities listed will be carried out under the direct supervision of the assigned Assistant Director (AD), with overall security program coordination through the Residential Security Coordinator, RSSP's UCPD liaison.

Qualifications

Undergraduate or graduate student in good standing with the university and possessing a minimum 2.300 cumulative GPA at the time of application and throughout the period of employment. Please note that GPA does not round up, any GPA below a 2.300 (2.299 or below) will make you ineligible for the position.

Full-time academic status (12-13 units per semester) during period of employment.

Minimum of one year residence in a college or university residence hall, or a similar group living experience such as a Greek house, co-op, or theme program prior to term of employment.

One semester of residence hall staff experience, or safety and security leadership experience (i.e. Security Monitor or Community Service Officer).

Terms of Employment

- 1) The period of employment for this position commences on March 15th, 2008 and continues through the end of the 2008-2009 academic year.
- 2) The Security Coordinator is paid a wage of \$14.50 per hour. The position's classification is Student Assistant III.
- 3) This position will be eligible for shift deferential for pre-approved hours worked in more than four hour increments after 5pm.
- 4) The Security Coordinator must be a currently enrolled University of California, Berkeley student, and must maintain the required 2.30 minimum GPA throughout the term of employment. The Security Coordinator must submit a copy of an official grade report to the Office of Residential Living. Spring

2008 grade report must be submitted by July 1, 2008, and your Fall 2008 grade report must be submitted (through the supervisor) within the first week of classes of the Spring 2009 semester in order to ensure compliance with the academic requirements of the position.

- 5) Maintain fulltime academic status (12-13 units per semester) throughout the term of employment. Exceptions must have prior approval of the Residential Security Coordinator and assigned Assistant Director.
- 6) Security Coordinators will be scheduled to work approximately 19 hours per week. Within this time, the Security Coordinator is expected to work as many hours as necessary to manage the Security Monitor Program and complete the required Safety Programming. This includes providing Security Monitor coverage during vacation and holiday periods when the residence halls remain open, which includes, but not limited to, Thanksgiving and Spring Break. Security Coordinators should not work more than 4 hours at a time after 5 PM unless previously approved, or while working as a Security Monitor.
- 7) Any extended absences that will affect the Security Coordinator's ability to complete their assignments must be arranged in advance with the assigned Assistant Director.
- 8) The Security Coordinator is expected to serve as a role model for all residence hall policies and procedures. Failure to serve as a positive role model may result in personnel action up to and including release from position.
- 9) Continued employment is contingent upon a satisfactory job performance evaluation by the supervisor. Satisfactory job performance evaluation is defined as meeting expectations as defined by the job evaluation in all areas of the job description.
- 10) Security Coordinators who display psychological behavior which raises concerns about fitness for the position may be required to complete an assessment of fitness and ability in order to continue in the position.
- 11) All Security Coordinator's must maintain a means of electronic communication (i.e. land line, cellular phone or e-mail), and should check it regularly.
- 12) The Security Coordinator will receive guaranteed placement in the Residence Halls as a benefit of employment if they apply for residential living.
- 13) Security Coordinators will receive hourly compensation for the shifts worked as Security Monitors at the pay rate of a Security Monitor.
- 14) Organization and preparation for the opening and closing of the halls prior to the beginning of the Fall 2008 semester, Spring 2009 semester and throughout the academic year. Fall 2008: The halls open August 17 & 18, 2008, and close December 19, 2008. Spring 2009: The halls open January 12, 2009 and close May 22, 2009. Preparation may include, but is not limited to: administrative preparation, programmatic preparation, logistical preparation, and physical preparation of Security Monitor Booths and desk areas. Assistance with other hall preparations (i.e. lobby decorating) is not generally expected.
- 15) Security Coordinators are expected to attend the following meetings during the semester:
 - a) Bi-monthly meetings with the Residential Security Coordinator and the assigned Assistant Director on Mondays from 5:00 PM – 6:00 PM
 - b) One Hall Staff meeting per month, for no more than one hour.
 - c) Monthly meetings with Security Monitor Staff
- 16) Security Coordinators are expected to be available for training for 16 hours of training and 40 hours of SM selection interviews between March 18 and May 21, 2008 and between August 11 - 16, 2008 for 40 hours of training and preparation for opening.

Duties

60 %

Selection, training, supervision and evaluation of Security Monitors

- 1) Hire Security Monitor staff for assigned Unit.
- 2) Train Security Monitor staff to a functional competency level and maintain that training level.
- 3) Schedule Security Monitor coverage for assigned Unit, including holiday coverage.
- 4) Be responsible for Security Monitor timesheets.
- 5) Hold evaluation meetings with individual Security Monitors once each semester.
- 6) Prepare, organize, and maintain individual Security Monitor booth for assigned Unit.
- 7) Organize and attend monthly meetings with Security Monitor staff
- 8) Active participation in two Security Monitor General Meetings, one per semester (dates TBD).
- 9) Train new in-coming Security Coordinators

30 %

Implement, Create, and Maintain Safety Information and Programs

- 1) Implementation of Safety Programming plan throughout the year as outlined by the Residential Security Coordinator.
- 2) Identify any safety needs within the Units and initiate safety program.
- 3) Review and be familiar with recent crime trends as outlined by UCPD and their Crime Alerts.
- 4) Maintain safety information at Security Monitor stations for use by the residential community.

5%

Training and Professional Development

- 1) Active Participation in the Security Coordinator training during April (TBD)
- 2) Meet every other week during the semester with the Residential Security Coordinator and the assigned Assistant Director.
- 3) Consult with the assigned Residential Security Coordinator and the Assistant Director regarding supervisory and management skill development.
- 4) Active participation in the Security Coordinator Training Weekend, to occur before the end of the Spring Semester (TBD).

5%

Duties as assigned