

Employer: Mr. Brandon Douglas, Residential Life Safety and Security Manager, Department of Housing and Residential Life, Safety and Security Program

Job Description:

GENERAL INFORMATION

Security Assistants (SAs) are part-time student employees who are responsible for the night-time security operations of all of the Residential Colleges. SAs assist the Security Supervisors, Security Coordinators, Residential Life Safety and Security Manager, and Assistant Director of Residential Life Safety and Security in providing a high quality Safety & Security program aimed at maximizing the safety and security of resident students. The position is geared toward undergraduate student employees and graduate students employees that possess strong functional skills in organization, administration, and communication and that express the desire to challenge themselves with an increased amount of responsibility and overall investment in the safety and security of the residential areas at the University of Miami.

BASIC EXPECTATIONS AND RESPONSIBILITIES

The Department of Housing and Residential Life and the Safety and Security Manager hold the following expectations of the Security Assistant:

- They must be positive role models on and off the job.
- They must know, enforce, and abide by all University rules and regulations.
- They must have a knowledge of all emergency policies and procedures so that they may appropriately respond should any of these emergencies occur.
- They must respond to disciplinary problems involving residents and fellow staff members calmly and reasonably, while maintaining an accurate record of the problems.
- They must seek to establish good communication and proper working relationships with Supervisors and other University staff.
- They must attend all security staff meetings & staff development sessions.
- They must help to maintain a clean, comfortable and professional working environment.
- They must maintain a positive attitude toward their position.

The basic responsibilities of the Security Assistant include the following:

- Screening and verifying residency all individuals as they enter the Residential Colleges by checking their Cane Card or other picture ID.
- Checking in guests of college residents, and informing the host residents that they accept responsibility for the actions of their guests.
- Monitoring the fire alarm and door prop panels.
- Managing emergency situations.
- Confronting and excluding any undesirable individuals from the Residential Colleges.
- Maintaining accurate and legible security Activity Logs, Guest Logs, and Failure to Show ID logs, and turning in copies of these logs to the Area Director and Security mailboxes at the end of each shift.
- Assisting the ADs and RAs as needed in each Residential College.
- Notifying Department of Housing and Residential Life on-duty personnel as needed.
- Assisting in emergencies as needed (health, fire, bomb threats, discipline incidents, etc.).

- Answering all telephone calls and responding in an appropriate manner.
- Attending all Security Assistant training programs and meetings, including college wide RA, DA, and AD staff meetings as requested.
- Providing excellent customer satisfaction.
- Performing any and all additional duties assigned as deemed necessary and appropriate by the Residential Life Safety and Security Manager.

Schedule: Hours of operation for full shifts are from 9:45 PM – 7:00 AM or 9:45 PM – 8:00 AM nightly. Hours of operation for all half shifts are from 9:45 PM – 3:00 AM or 9:45 PM – 4:00 AM nightly. Minimum work requirement of 14.00 hours per week (1 full shift and 1 half shift); Maximum work allowed of 80.00 hours per two weeks (40.00 hours per two weeks for international students); SAs are scheduled for between 1 full shift and 2 full shifts per week, based on availability and seniority. SAs typically work 2 nights (14.00-20.00 hours) per week.

Location: Eaton, Hecht, Mahoney, Pearson, & Stanford Residential College lobbies.

Salary: Starting salary is \$11.50 PER HOUR; \$0.25 yearly raises; further opportunities for advancement.

Skills: Must demonstrate initiative, enthusiasm, and dependability.

QUALIFICATIONS FOR HIRING AS A SECURITY ASSISTANT

All applicants seeking this position must meet the following requirements:

- Be a currently enrolled full-time undergraduate or graduate student.
- Be in good disciplinary standing with the University of Miami.
- Be available for a minimum of two consecutive academic semesters (Fall 2017 and Spring 2018).
- Be available for all trainings, projects, and assignments as announced during Summer Intersession 2017, Fall 2017, Winter Intersession 2017-2018, and Spring 2018.