



## STUDENT JOB OPPORTUNITY

**JOB TITLE:** *Student Patrol Officer*

**DEPARTMENT:** Campus Security

**CONTACT PERSON/EMAIL/PHONE #:** Lt. Gordon Smith, 717-361-1420, [smithgs@etown.edu](mailto:smithgs@etown.edu).

**TO APPLY:** Pick up an application packet, which includes [Student Patrol Application](#) and [Student Patrol Reference Form](#). Application forms are available online. Send completed Application & Reference forms to [smithgs@etown.edu](mailto:smithgs@etown.edu) or through campus mail to Lt. Smith at Campus Security

### **STUDENT JOB DESCRIPTION:**

- The primary responsibility of a SPO is to patrol, observe, and report occurrences on campus.
- Uphold all Federal, State and Local laws, in addition to College rules and regulations in all areas of College jurisdiction.
- Accurately record duties and activities on a nightly patrol log.
- Initiate and submit written reports (Patrol logs, Incident cards, Incident report, etc.,) as appropriate and in a timely manner.
- Make rounds of academic buildings, high activity areas, and the exterior of residence halls.
- Secure residence hall exterior doors, continually checking these doors throughout the shift to insure that they have not been propped open and that they are working properly.
- Report to the dispatcher by radio or other appropriate means, any criminal damage or activity found. This includes broken windows, damaged furniture, or any other vandalized or damaged college property.
- Notify the dispatcher of all serious crimes and emergency situations immediately.
- Report to the officer on duty any person(s) who look or act suspiciously.
- Assist in the orderly evacuation of residence halls in the event of a fire and/ or fire alarm or other emergency when requested by the Campus Security Officer.
- Assist students, Residence Life Staff, Campus Security Officers, and Emergency Medical personnel.
- Promote and provide escort services to the campus community.
- Maintain good working relations with the campus community including all Residence Life staff, Campus Security, Maintenance, and Dining Hall personnel.
- Perform any other lawful duties as assigned by supervisors or shift officers.

### **QUALIFICATIONS:**

- Ability to work extended hours as needed.
- Ability to work weekends.
- Ability to preserve confidentiality of information.
- Good interpersonal skills and desire to be a team player.
- Exceptional customer service skills.
- Excellent written communications skills.
- Excellent oral communication skills.

### **PHYSICAL DEMANDS**

- Occasionally required to stand for long/extended periods of time.
- Regularly required to move about. Will be walking entire shift.
- Regularly required to climb stairs.
- Regularly required to maintain balance while walking, standing, crouching, or running.
- Regularly required to talk and hear; verbally express information or instructions.

**HOURS and/or HOURS PER WEEK REQUIRED:** Hours are 8pm until 12am Sun.-Thurs. and 10pm until 3am Fri-Sat. 4-9 hrs / week. On occasion hours will vary.

**PAY RATE:** \$7.25 / hr.  
Weekend Shift differential of \$1.00 will be paid and is defined as hours after 4pm on Friday until 12:00 midnight on Sunday.

**SPECIAL SKILLS NEEDED** (for example—drivers license/van training, CPR, etc.): Training Provided.

AA/EOE