



2010-2011 Public Safety Assistant Job Description

Objectives of the Public Safety Assistant Job:

- 1. To provide personal support for the individual student**
- 2. To encourage retention of residents and to develop student growth through providing services and safety programs which both challenge and support our residents. To also support University services and programs which do the same**
- 3. To maintain a sense of community and an academically supportive environment by establishing limits and enforcing policies which follow University regulations and limits damage to property**
- 4. To promote an atmosphere that is conducive to creating an appreciation, understanding, and acceptance of individual differences and lifestyles regardless of physical abilities, race, ethnicity, sexual orientation, religion, age, gender, or political affiliation**
- 5. To support the educational role and personal development of the Residential Life staff**

How do Public Safety Assistants accomplish this?

- 1. Provide personal support for the individual student:**
 - Make an effort to know and establish rapport with all residents in your assigned area
 - Serve as a resource about the University, its programs and services
 - Be available to residents in the living unit.
 - Preserve the confidentiality of personal communications, while reporting significant issues to supervisor as instructed
- 2. To encourage retention of residents and to develop student growth through providing services and safety programs which both challenge and support our residents. To also support University services and programs which do the same:**
 - Assist in the implementation of Color Games programs as well as other annual community events such as Milk & Cookies, the Halloween Carnival, Resident Appreciation Day, Kid's Day, and Vintage Days
 - Assist in Smittcamp Honors Info Days, University Courtyard Sneak Preview, etc.
 - As a group provide two (2) safety programs per semester for residents within the halls.
- 3. To maintain a sense of community and an academically supportive environment by establishing limits and enforcing policies which follow University regulations, increase safety and security and limits damage to property:**
 - Follow all campus and University Courtyard regulations, as well as state and federal laws
 - Assist in protecting persons and property and render assistance to University Courtyard staff, students, and guests as circumstances necessitate.
 - Patrol University Courtyard and surrounding areas during graveyard hours; develop a basic understanding of the UPD
 - Perform enforcement, administrative, security and/or investigative functions as directed.
 - Assist in educating students about housing and campus policies, state laws, and safety issues.
 - Sign and follow the RLS Behavioral Paperwork (including the Alcohol and Discipline policies and procedures)
 - Uphold and enforce all policies as outlined in the campus regulations, Housing License agreement, RLS manual, Employee handbook, resident handbook and supplemental training materials
 - Serve as a mature role model in the community
 - Model appropriate respect for the health, safety, welfare, and rights of all members living at University Courtyard
 - Demonstrate a concern for all University property including buildings, furnishings and the surrounding physical area
 - Communicate all maintenance and housekeeping concerns to the Facilities Coordinator in a timely fashion and follow through to assure that resident needs are addressed
 - When damage or loss to property occurs, help identify the offending student or group responsible
 - Work assigned duty shifts (walking shifts, desk shifts, package shifts, etc)
 - If a situation requires follow up, consult with the Resident Director and/or Residential Life and Student Conduct Coordinator the day after duty shifts
 - 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 in any emergency in University Courtyard

4. **To promote an atmosphere that is conducive to creating an appreciation, understanding, and acceptance of individual differences and lifestyles regardless of physical abilities, race, ethnicity, sexual orientation, religion, age, gender, or political affiliation:**
 - Promote the implementation of an inclusive environment by making an intentional effort to include residents of all backgrounds in floor and committee programs
 - Address behaviors that detract from the development of a positive multicultural environment
 - Serve as a positive role model of inclusiveness and acceptance, and celebrate diversity with members in the community
5. **To support the educational role and personal development of the Residential Life staff:**
 - Work under the supervision of the Resident Director and Residential Life and Student Conduct Coordinator and collaboratively with other Assistant Resident Directors, Resident Advisors and Public Safety Assistants
 - Develop and maintain regular, open, and honest communications with the Housing Professional staff
 - Attend and participate in training and orientation programs prior to the beginning of each semester.
 - PSAs are expected to return to campus by Friday, August 6, 2010 and ready to train at 5pm
 - PSAs will be expected to actively participate in ALL training activities through Opening Day – Thursday, August 19, 2010
 - PSAs should not have any other commitments during this time
 - PSAs are expected to return to campus around one week before classes resume for the Spring 2011 semester
 - Attend RLS In-Services on Wednesdays from 4-6pm throughout the year
 - Attend other training sessions throughout the year
 - Assist in the recruitment of future Resident Advisors and Public Safety Assistants
 - Help recruit future RAs & PSAs through class talks, info session attendance, and nominations of leaders in your area
 - Participate in RLS Group Process, RA/PSA interviews, RA/PSA shadows, and other interview processes
 - Maintain a 2.3 cumulative and semester GPA. Because Public Safety Assistants are student role models, you may (in the discretion of University Courtyard) be terminated from the PSA position if you fail to have and maintain a 2.3 cumulative and/or semester GPA

Other Responsibilities of the Public Safety Assistant include:

1. Patrol

- Patrol University Courtyard and surrounding areas continuously; Weekdays 9:00pm to 3:00am and Weekends 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
- Document violations of Housing policy and any illegal activity
- Complete safety checks and report any safety hazard as directed
- Maintain communication with University Police Department via police radio
- Maintain daily activity log
- Maintain a professional appearance (uniform provided)

2. Hall Desk

- Provide service to all residents and visitors
- Keep accurate and complete records for all transactions
- Provide good public relations with students, parents, and guests
- Other projects as assigned

3. Package Shifts

- Provide service to residents who are picking up their packages
- Keep accurate and complete records for all transactions
- Provide good public relations with students, parents, and guests
- Other projects as assigned

4. Tours

- Promote on campus living by providing University Courtyard tours on a regular basis for prospective residents

5. Administrative Tasks

- Assist supervisor in implementing the daily hall business operations and services of the hall (e.g. check-in/out, hall closure, night duty, desk, and package shifts).
- Meet weekly with PSA staff to share information and discuss community concerns.
- Meet weekly with Residential Life and Student Conduct Coordinator to discuss concerns and receive feedback regarding job performance. Is involved in a self-evaluation periodically and evaluates Residential Life and Student Conduct Coordinator once a semester.
- Assist in the evacuation of a building in an emergency situation.
- Assume other responsibilities as assigned by the Residential Life and Student Conduct Coordinator or Housing Office.

Time Commitments:

- Commit to the PSA position for one academic school year with a start date tentatively of August 6, 2010 and an end date of May 30, 2011
- Attend All Day Spring Training sessions tentatively scheduled on Sunday, April 25, 2010
- Assist with the opening and closing of University Housing
- Present during opening and closing weekends
- Maintain each Wednesday from 4-6:00pm for RLS In-Service times
- Remain on duty in the community through hall closing at the end of each term
- Provide duty coverage for extended holiday or break periods (Thanksgiving, Winter or Spring break) as assigned
 - PSAs should not make travel arrangements for break periods without prior approval from the Residential Life and Student Conduct Coordinator

Time Off:

- Public Safety Assistants are permitted four (4) weekends per semester off campus. The time must be arranged in advance with the Residential Life and Student Conduct Coordinator
- Restrictions will be made for special weekends (i.e. Opening and Closing weekends, Staff training, Sneak Preview, Honors Info Days, RLS group process, and other weekends deemed necessary)
- A weekend is defined as extending from Friday at noon until 8:00 a.m. Monday morning.
- Time off schedules are subject to change if the need arises or staff is short handed

Other related tasks and assignments:

- Adhere to all expectations articulated during training programs, written policies in the RLS manual, and other written communications.
- Respond to directives from your supervisor or other members of the Housing staff.
- Adhere to the terms and conditions of the Housing License agreement, including all policies and behavioral guidelines. If you are found to be responsible for a violation that would place you on probation within the residential community, you may be asked to relinquish your Public Safety Assistant position.
- Participate in the selection process for the 2011-2012 Public Safety Assistant staff, as directed
- Reside within University Courtyard and eat meals in the University Dining Hall as a condition of employment
- Assist custodial and maintenance staff as needed
- PSAs are expected to assist the Food Services staff in maintaining proper conduct in the University Courtyard Dining Hall
- PSAs are expected to use their personal cell phones in the performance of their job. A small cell phone stipend will help cover the cost of usage

Other Terms and Conditions of the Public Safety Assistant Position:

Student Status

- 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.
- Students who have courses which require that they regularly spend numerous evenings in the library, laboratory or elsewhere outside the hall, should not accept this position
- PSAs may not attempt to carry more than one night class per week (after 5:00 p.m.) without permission in advance from the Resident Director, Residential Life and Student Conduct Coordinator and Assistant Director of Housing
- PSAs who wish to take more than the maximum allowable units must get prior approval from the Residential Life and Student Conduct Coordinator

Outside Employment and Major Commitments

- PSAs may not have other outside employment or major outside commitments that conflict with the duties or time demands of the Public Safety Assistant position during their first semester of employment as a Public Safety Assistant. Major outside commitments include but are not limited to: holding office in Associated Students Inc, serving as President or other major officer of a student club or organization, or participating in intercollegiate athletics.
- PSAs who are a part of the Marching Band need to be aware that this position has scheduling conflicts with required activities of the Band. It is possible to do both, however, this job needs to be a priority over your commitments to the Band.
- Public Safety Assistants may not pledge a social fraternity or sorority during either the Fall or Spring semesters in which they are employed. If you are already in a fraternity/sorority, you must inform the Residential Life and Student Conduct Coordinator about your time commitments to the organization. You may not hold an official position within your fraternity or sorority during your first semester as a Public Safety Assistant, as doing so could lead to conflicts between your fraternity or sorority activities and the time demands of this position. Also, an official position with your fraternity or sorority could lead to a conflict of interest with your duties as Public Safety Assistant.

Outside Employment and Major Commitments (Continued)

- After one semester of successful employment as a Public Safety Assistant, any commitment requiring substantial amounts of time to interests other than academic or PSA responsibilities requires prior approval from the Residential Life and Student Conduct Coordinator. Permission is contingent upon prior, present, and continuing above average performance. Failure to obtain permission may affect your employment status and result in the denial of approval to participate in any or all activities outside the PSA position. Where consideration is given, it will be based on the following:
 - The commitment should involve daytime rather than evening hours and only a limited number of overnight commitments
 - The outside commitment should be a maximum of ten hours a week – including time working “from home”
 - The PSA position must always take priority over the outside commitment. The additional commitment must be one which allows flexibility and does not interfere with staff meetings, trainings, or other PSA obligations
 - The commitment should be one that allows the PSA to be contacted while at the activity or commitment
 - The time commitment must not interfere with the job commitment required for Public Safety Assistants or with your academic commitments or performance
 - No outside commitment is allowed during PSA training weeks, major weekend programs, or other times established in advance of each semester by the Assistant Director of Housing
 - The commitment must not create a conflict of interest with your job duties as a Public Safety Assistant

Campus Housing Residency after Your Term of Employment:

- Public Safety Assistants who have had their position terminated due to poor performance or violation of campus or housing policies may not remain in residence in University Housing once their position has ended

Background Checks and Random Drug Testing:

- Public Safety Assistants are charged with the safety and security of our residential population and are subject to an initial background check
- Public Safety Assistants may be subject to random drug tests throughout their term of employment
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Compensation:

- Each Public Safety Assistant will receive a double room set up as a single worth \$5,202 for the year
 - 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 14 flex meal plan, valued at \$3,341
- First Year Public Safety Assistants receive a monthly stipend of \$75
- Returning Public Safety Assistants receive a monthly stipend of \$100
 - To be considered a Returning Public Safety Assistant, the employee must have been employed by the California State University, Fresno Association, Inc. anytime after January 1998 and must have served two complete semesters as a Resident Advisor and/or Public Safety Assistant at University Courtyard
- 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

Qualifications:

- **Sophomore standing or higher**
- **Currently enrolled in Leadership Class 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.**
- Leadership potential as evidenced by previous leadership experiences, recommendations, staff evaluations and potential as perceived by the observers in the interview.
- 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 and as perceived through the interview process.
- Good conduct standing and financial standing with the University and University Courtyard (not currently on disciplinary probation and current with all payments).
- Must be able to perform all duties as listed in the job description.
- Have and at all times maintain a minimum 2.3 cumulative and semester grade point average (2.5 GPA Preferred). If offered the position, must maintain a 2.3 GPA for Spring 2010 semester in order to be eligible to start the position in the Fall.
- No criminal convictions or pending criminal charges. (Applicants must pass a Livescan clearance)