



MINNESOTA STATE COMMUNITY and TECHNICAL COLLEGE
Fergus Falls

School Year Work Study Position

August through May

1. On-Campus Department: Campus Life & Housing
2. Supervisor: Dave Roberts
3. Phone Number: 218.736.1635
4. Location: On-Campus Apartments
5. Room Number: N/A
6. Number of Hours per Week: 10
7. **Job Description and Qualifications:**

Campus Life & Housing – Student Security Officer

Job Description:

- Patrol the on-campus apartment buildings and surrounding areas on foot, in assigned motor vehicle, or other specialized vehicle to ensure student, building, and equipment safety and security.
- Check doors, windows, laundry rooms and fire extinguishers to ensure safety and security; monitor closed buildings/rooms for unauthorized persons or suspicious activities.
- Alert Campus Security Officer(s) to potential violations and safety concerns.
- As appropriate, Student Security Officer(s) may also address potential minor violations (i.e., littering, smoking in/near a building, etc.)

- Contact Fergus Falls Emergency services for assistance as needed.
- Submit incident reports as needed and complete patrol logs, this position is a Campus Security Authority (CSA) with mandatory reporting responsibilities as outlined by the Clery Act.
- Monitor and patrol on-campus parking lots associated with the on-campus apartments. Student Security Officers may issue parking citations.
- Student Security Officers may also be asked to clean entryways of snow/ice.
- Other duties as assigned

Qualifications:

- Candidates must be an M State Student eligible for work study and/or student employment.
- Candidates must be able to follow written and verbal instructions and be able to communicate effectively, both orally and in writing.
- Candidates must be able to successfully conduct security patrols without direct supervision.
- Candidates must be able to react calmly and effectively in emergency situations.
- Previous security experience and a valid driver's license is preferred but not required.
- Candidates must be punctual, reliable, and have a positive attitude.

8. Student Out Come:

Student Security Officers will gain valuable experience working in the residence halls and will have an opportunity to connect with both the students living in on campus housing and the Campus Life & Housing staff.