

Student Job Description

Department: Campus Safety

Location: College Park Hall

Supervisor's Name: Sgt Richard McCrary or Janice Underwood

Please indicate hours/shifts available: Various (see below)

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Walking Escort

The Union College Walking Escort Program provides walking companions to students, staff and faculty wishing to be accompanied walking from one part of campus to another. The escort may be provided between residence halls, academic buildings, athletic facilities and dining halls.

Duties and Responsibilities - Students w

- Check in to work on time at the Campus Safety Office
- Answer cell phone when called
- Provide the escort service in a prompt and timely fashion
- Report any unusual activity or suspicious persons to the Campus Safety dispatcher

Qualifications for the Position:

- Escort must be a full-time student at Union College
- Have a cell phone
- Available to work shifts Mondays through Sundays from 6:00 p.m. to 2:00 a.m.

Purpose/Role of the Position(s) within the Department: Campus Safety Office Assistant

Duties and Responsibilities:

- Provide office support and maintain various records
- Data entry
- Filing traffic and key records
- On occasion assign access levels in the access control system
- Assist in moving files into campus storage space
- Assist full time staff with all related duties

Qualifications for the Position:

- Able to work independently, reliably and follow directions
- Able to lift up to 30 lbs.
- Punctual and pleasant attitude

- Able to use Microsoft Office
- Available to work shifts Mondays through Fridays between 8:00 a.m. and 4:00 p.m.