



Student Employee Position: **Campus Service Officer**

Summary of position: The Campus Service Officer (CSO) will serve as a resource to the students, faculty, staff, and visitors of the campus community by providing an awareness of security. The CSO will assist with officer duties, such as pedestrian crossing and night safety patrol. The CSO will additionally assist in executing the Special Event policy and Weekend Patrol duties. Shifts vary between early morning, late night, and weekends, with approximately 7-15 hours per week

1. Pedestrian Crossing

This position provides vehicle and pedestrian traffic control and supports the Police Department. Duties performed the majority of the time include:

- A. Monday through Thursday shifts from 7:30am-4:30pm (hourly shifts)
- B. Friday shifts from 7:30am-12:30pm (hourly shifts)
- C. Work a minimum of one shift weekly
- D. Control vehicle and pedestrian traffic at crosswalk
- E. Other tasks as determined

2. Safety Patrol

This position provides safety awareness on-campus and supports the Police Department. Duties performed for the majority of the time include:

- A. Monday through Sunday (excluding Wednesday) shifts from 10:00pm-3:00am
- B. Wednesday shifts from 10:00pm-completion of emergency telephone checks, roughly 3:30am
- C. Work a minimum of one safety patrol shift monthly (with a partner)
- D. Promote a sense of safety awareness on campus via high visibility patrols
- E. Provide safety escorts, vehicle lockouts and vehicle jumpstarts as requested
- F. Perform security checks of buildings and parking lots
- G. Knowledge of the Global Electric Motorcar (GEM) operation
- H. Other tasks as determined

3. Weekend Patrol

This position provides support to the campus and visitors, along with providing access to academic buildings per University Reservations. Duties performed for the majority of the time include:

- A. Saturday and Sunday shifts from 6:00am-2:00pm and 2:00pm-10:00pm
- B. Ability to obtain UWW driver's authorization and safely operate all UWWPS fleet vehicles
- C. Lock and unlock academic buildings and rooms as scheduled and/or requested
- D. Provide a visible presence on campus to promote a sense of safety awareness
- E. Perform security checks of buildings and parking lots
- F. Provide safety escorts, vehicle lockouts and vehicle jumpstarts as requested
- G. Perform administrative emergency management duties
- H. Wash and detail UWWPS fleet vehicles
- I. Other tasks as determined

4. Event Patrol

This position assists with the safe execution of campus events (i.e. rallies, dances, athletic events, etc.). The Event Patrol will work in tandem with university staff, event sponsors, and police officers to establish and maintain safe events. The added responsibility grants an

increased rate of pay and specialized training. Duties performed for the majority of the time include:

- A. Shifts will vary by the event (days, nights, weekends and varied times)
 - B. Knowledge of UWW Special Event Policy and event Incident Action Plans
 - C. Foster a friendly, but safe atmosphere
 - D. Communicate and collaborate with sponsors and/or law enforcement staff at the event
 - E. Provide technical support (i.e. cameras, metal detectors, etc.)
 - F. Other tasks as determined
5. Optional Specialty Positions Available
- A. Scheduler
 - B. Human Resource Director
 - D. Lead CSO
 - D. Divisional Head

Requirements/Routine:

- Working knowledge of the UWW and UWWPS Vision and Mission Statements
- Working knowledge of the CSO handbook and training manual
- Foster positive collaborative working relationships with UWW and community representatives by serving as a positive UWWPS liaison both while on duty and during off duty times
- Wear safety gear and required uniforms
- Knowledge of University and UWWPS policy regarding University keys, vehicles, buildings, and equipment
- Basic knowledge of campus geography
- Successful completion of all required trainings
- Enrolled in at least half-time (6 credits undergrad; 4.5 credits grad) at UW-Whitewater or have been accepted for such enrollment
- Professional demeanor on and off duty to include a commitment to confidentiality and positive role modeling
- Successfully complete an employment background check
- UWW driver's authorization will be requested
- Ability to work in inclement weather conditions
- Ability to lift up to 25 pounds
- Other tasks as determined by the University of Wisconsin Whitewater Police Services (UWWPS)

Learning outcomes resulting from student employment:

- Knowledge of Human Cultures and the Physical and Natural World
 - Engagement and asking big questions
 - Understanding contemporary and enduring issues
- Intellectual and Practical Skills
 - Inquiry, critical and creative thinking, written and oral communication, quantitative and information literacy, teamwork and problem solving
 - Taking on progressively more complex and challenging projects and problems

- Increasing standards of performance over the course of employment
- Personal and Social Responsibility
 - Civic knowledge/engagement, ethical reasoning and actions, lifelong learning skills
 - Active involvement with diverse communities
 - Addressing real world issues
- Integrative Learning
 - Taking the classroom to the world in both general and specialized areas of study
 - Applying knowledge and skills
 - Taking on new responsibilities and problems