Security Assistant Job Description

QUALIFICATIONS

The following must be met in order to be eligible for the Security Assistant (SA) position:

- **Course Load:** SAs must maintain full-time student status at the University of Miami for the entire year, upholding a minimum of 12 credits (undergraduate students) or 9 credits (graduate students) each semester.
- **Duration:** Each SA must work the entire duration of the term for which they are hired. New hires must commit to two consecutive semesters of employment, whereas returners can commit to one semester at a time.
- **Grade Point Average:** SAs must hold a minimum cumulative GPA of 2.0 at the time of application and duration of the appointment. An SA will be terminated from the SA position and not eligible to return to the SA position if the cumulative GPA falls below a 2.0 for two consecutive semesters.
- **Minimum Work Requirement:** New SAs have a minimum work requirement of 3 shifts per week, including weekends (~13-15 hours). While returners have a minimum work requirement of 2 shifts per week, including weekends. Failure to meet the work requirements for two consecutive semesters will result in the SA's appointment to be terminated.
  - Holidays and University Recess: SAs provide coverage for all Holidays and University recess (i.e. Labor Day, Fall Break, MLK Jr. Day, Thanksgiving and Spring Recess).
  - Emergencies: In the event of natural disaster or unforeseen circumstances employment period subject to change
- **University Standing:** SAs may not be on strict disciplinary probation or final disciplinary probation at time of appointment or any point during employment and must pass a background check issued by the Department of Housing and Residential Life.

TERMS OF EMPLOYMENT

The following terms must be accepted in order to serve in the Security Assistant position:

- SAs must be positive role models on and off the job.
- SAs must know, enforce, and abide by all University rules and regulations, as well as local, state, and federal laws.
- SAs must have knowledge of all emergency policies and procedures so that they may appropriately respond should any of these emergencies occur.
- SAs must respond to disciplinary problems involving residents and fellow staff members calmly and reasonably, while maintaining an accurate record of the problems.
- SAs must seek to establish good communication and proper working relationships with Supervisors and other University staff.
- SAs must attend all Security staff meetings & staff development sessions.
- SAs must help to maintain a clean, comfortable and professional working environment.
- SAs must maintain a positive attitude toward their position.
- SAs must abide by all expectations, policies and procedures associated with the position.

Security Assistant Job Description

POSITION DESCRIPTION

Security Assistants (SAs) are part-time student employees who are responsible for the night-time security operations of all of the Residential Areas. SAs assist the Security Supervisors, Residential Life Safety and Security Personnel and Operation Managers, Residential Life Night Manager and Assistant Director of Residential Life Safety and Security in providing a high quality Safety & Security program aimed at maximizing the safety and security of resident students.

The basic responsibilities of the Security Assistant include, but are not limited to, the following:

- Screening and verifying residency all individuals as they enter the Residential Colleges and Lakeside Village by checking their Cane Card or other picture ID
- Checking in guests of residential colleges and inform the host resident that they accept responsibility for the actions of their guests
- Monitor the fire alarm and door prop panels
- Maintain alertness throughout the shift
- Assumes responsibility for the safekeeping and proper use of Department hardware, equipment, furniture and software
- Maintain confidentiality of student information
- Confronting and excluding any undesirable individuals from the residential areas
- Maintain accurate activity logs, guest records, failure to show id reports, and submitting these forms in a timely manner through appropriate platform
- Assist the professional and student staff as needed in each residential area
- Assist in emergencies as needed (health, fire, bomb threats, discipline incidents, etc.)
- Attend all Security Assistant training programs and meetings, including staff meetings, one-on-one meetings/trainings, team builders, and special events
- Provide excellent customer support
- Perform all additional duties assigned as deemed necessary and appropriate by the Residential Life Safety and Security Managers, Residential Life Night Managers and/or the Assistant Director of Residential Life Safety and Security