

2007-2008 SECURITY MONITOR JOB DESCRIPTION

The Security Monitor is responsible for working closely with hall staff and other campus resources to maintain and promote safety in the residential environment. As an employee of the Office of Student Development each Security Monitor will administer and enforce policies and procedures as outlined in the Security Monitor Staff Manual and The Bear Necessities.

The Security Monitor role encompasses security, education and staff responsibilities and as such, the Security Monitor needs to be a responsible and dependable individual who has a sincere interest in the welfare of the residential community. The Security Monitor will serve as a resource to diverse staff and students, and as such must be open to and understanding of issues of diversity (i.e. sexual orientation, cultural, and racial diversity). The responsibilities listed will be carried out under the supervision of the Security Coordinator in conjunction with the Resident Director, Residential Security Coordinator and Associate Director for Residential Living.

TERMS OF EMPLOYMENT

1. The period of employment for this position commences on the day of hiring until the residence halls close in May of 2008 (or until the end of Summer Session, if applicable). **YOU MUST BE OFFICIALLY HIRED BEFORE BEGINNING WORK!**
2. Active participation in **MANDATORY** staff training as designated by the Security Coordinator. The time spent in training will be noted as hours worked and will be paid.
3. Security Monitors must attend **MANDATORY** monthly meetings as scheduled by the Security Coordinator.
4. The Security Monitor must be available to work for up to 20 hours per week as scheduled. The Security Monitor program will be in operation during the evening hours of each week as well as hours during the weekends. **The security program begins as soon as the residence halls open and thus Welcome Week in both August and January require coverage. This also includes providing coverage during vacation and holiday periods when the halls remain open, such as Thanksgiving and Spring Break.**
5. Continued employment is contingent upon a satisfactory job performance evaluation by the supervisor (Security Coordinator) on a regular basis.
6. The Security Monitor is expected to serve as a role model for all residential policies and procedures. Failure to serve as a positive role model may result in personnel action up to and including dismissal.
7. Security Monitors will be paid a wage of **\$8.00 per hour** and the position is classified as an Assistant I. In addition a shift differential supplement of \$.32 per hour is paid for more than four hours of work after 5:00 p.m.
8. Security Monitors must be students enrolled at the University of California, Berkeley. Security Monitors must also be in good standing with the University possessing a minimum cumulative grade point average of 2.00 (we do not round up GPAs).

BASIC FUNCTIONS AND RESPONSIBILITIES

A. SAFETY AND SECURITY RESPONSIBILITIES:

- A-1. Monitor residents and non-residents entrance into the residences.
- A-2. Initiate safety and security precautions by attempting to inform residents about crime through education and providing resource information.

- A-3. Report dangerous activities and/or suspicious person(s) both inside and outside of the residences to residential staff and/or University of California Police.
- A-4. Respond to and seek out available staff to confront inappropriate behavior and residential policy violations.
- A-5. Encourage others to use crime prevention resources (e.g. night escort).
- A-6. Maintain an optimum working area (i.e. clean, no crowds, keeping a duty log, maintaining a quiet and orderly environment on the ground floor, and no unauthorized guests in the booth during your shift).
- A-7. Check in and out Hall Association equipment to residents (e.g. VCR, Ping-Pong paddles and pool cues, etc.) and monitor condition.
- A-8. Complete duties as assigned by the Security Coordinator or Resident Director/Assistant Resident Director.

B. RESPONSIBILITIES TO RESIDENTS:

- B-1. Demonstrate positive role modeling behavior while a guest, resident or working in the residential community.
- B-2. Attempt to know the residents in the building.
- B-3. Respect and treat all individuals fairly and equally.
- B-4. Be open to and understanding of issues of diversity (i.e. sexual orientation, cultural, and racial diversity).
- B-5. Exhibit awareness and responsiveness to student concerns regarding safety and security issues.

C. RESPONSIBILITIES AS A STAFF MEMBER:

- C-1. Follow instructions and procedures given by the Security Coordinator, Resident Director, Community Coordinator (summer), other professional staff in the Office of Student Development or University of California Police Department.
- C-2. Be available and flexible with duty schedule when necessary. The Security Coordinator determines the final duty schedule.
- C-3. Meet with the Security Coordinator and Security Monitor staff on a monthly basis. Meet one-on-one with the Security Coordinator as necessary. The time spent in the monthly staff meetings will be noted as hours worked and will be paid.
- C-4. Maintain a positive relationship and open communication with residential staff and other security monitors.
- C-5. Exhibit an attitude of professionalism (i.e. confidentiality, honesty, maturity).
- C-6. Complete administrative paperwork as needed and in a timely manner (timesheets, incident reports, log book entries, etc).
- C-7. Participate in all individual and group staff evaluations as planned by Residential and Family Living.

'Work in a safe and responsible manner while not putting others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions.'