

**College of the Siskiyous
Job Description**

Job Title: Program Specialist 2 – Lodge & Campus Safety **FLSA:** Non-Exempt

Group: Classified **Salary Class:** **Salary Schedule:** Classified

GENERAL SUMMARY

Under the general direction and supervision of the Director of Student Housing, performs duties related to maintaining the safety and security of District facilities and grounds, material and equipment; insures the safety and protection of students, and performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Process all Lodge correspondence, including Lodge applications, licenses, payment contracts and related materials, and assist in the assignment of students to rooms and the maintenance of room charts.

Provide record-keeping, correspondence, processing of applications and checkouts of students living on campus; track budget for dorm club expenditures; sort, distribute and forward mail; monitor payment of Lodge obligations.

Establish and maintain appropriate computerized and manual files relating to Lodge and campus safety operations; maintain and update Lodge Safety procedure handbooks.

Assist in supervising the Lodge facilities during assigned hours and in assisting the residents in day-to-day crisis and problem solving.

Protect campus facilities and grounds; notify maintenance of any repairs, problems, etc.

Coordinate scheduling of the Program Assistants – Lodge/Campus Safety; help coordinate various safety programs; respond to requests for assistance.

Answer incoming calls for Campus Safety Specialist and Lodges, handling questions or situations as needed and providing support when necessary.

Maintain files, schedule appointment, order supplies, prepare correspondence, reports, and other documents.

Assist students, staff and visitors with questions and complaints in a courteous and tactful manner.

Dispatch Campus Safety Specialist for various duties/responsibilities.

Assist with preparation of crime statistics publication reports, enter all data into spreadsheet, maintain and update information annually.

Assist in enforcing campus policies and regulations, including but not limited to parking, pets, smoking, visitors, and facilities; use and maintain applicable records.

Operate a computer; enter and retrieve data.

Work independently with a minimum of supervision.

Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Establish and maintain cooperative working relationships with faculty, staff, students, and others contacted in performance of duties.

Participate in Crisis Action team and assist in needed Crisis Team activities.

Complete training as required by Ed Code Section 72330.5 and keep current First Aid & CPR certification throughout employment.

Perform other duties as assigned.

TRAINING AND EXPERIENCE

Minimum Qualifications:

1. Any combination of training and experience equivalent to two years of college level course work.

Preferred Qualifications:

1. Associates degree preferred.
2. Two to three years previous experience working with students.
3. Completion of a peace officer training course approved by the Commission on Peace Officer Standards and Training as required by Education Code Section 72330. Training must be completed within six months of hire date.
4. First Aid and CPR Certification. Must obtain within six months of hire date and maintain current certification.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of general functions, policies, rules and regulations of a community college.

Knowledge of proper office methods and practices including filing systems, typing and computer skills, and telephone techniques, radio operations, letter and report writing.

Knowledge of computers and related software, including the current version of Windows, Microsoft Office Suite, and website development/maintenance software.

Ability to work with a culturally and economically diverse student body, as well as, with students with disabilities.

Ability to assist students with understanding college policies, procedures and processes.

Ability to communicate effectively in oral and written form and use appropriate and correct English, spelling, grammar and punctuation.

Ability to work independently and follow through on assigned projects.

Ability to demonstrate discretion in judgment regarding confidential matters.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to sit, stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Occasional exposure to hazardous chemicals, body fluids and blood borne pathogens.

Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

Both indoor work environment and exposure to outdoor weather extremes on a daily basis.

JOB PARTICULARS

Equipment and work aids provided including but not limited to identifying jacket/coat, campus radio and cell phone.

CONTACTS

Daily contact with students and District staff.

Regular contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

Valid California driver's license and insurance.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Approved: 12/07

Siskiyou Joint Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Siskiyou Joint Community College District will provide reasonable accommodation to qualified individuals. Siskiyou Joint Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.