

Chabot College Student Assistant Job Description

Division, Department:

**Dept. of Campus Safety & Security –
Student Aid**

CONTACT PERSON:	Rochelle Duran	PHONE:	510-723-6923
SUPERVISOR (if different):	Rochelle Duran	ADMINISTRATOR:	Antonio Puente
POSITION TITLE:	Student Assistant I	BUILDING / ROOM:	200 / 203

PURPOSE:

Student workers will assist Campus Safety Officers with providing escorts of all students, staff and visitors to their classrooms, offices and/or vehicles as needed.

POSITION REQUIREMENTS:

Example: attention to detail, demonstrates proficiency with Microsoft Office software (Word, Excel); good organizational skills, etc.

1. Applicant must be currently enrolled for classes at Chabot College
2. Applicant must be willing to wear a Student Aid uniform and adhere to the Department dress code while on duty
3. Applicant must be willing to work weekends and varied shifts
4. Applicant must be able to maintain confidentiality
5. Applicant must communicate clearly and concisely, both orally and in writing
6. Applicant must be mature and able to work independently

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DUTIES:

Student employee (including FWS) may not perform or replace the work of a classified employee, but could provide general support to gain employment experience and the opportunity for mentoring.

Under general supervision, the student aid:

1. Works closely with campus safety, police, fire and other emergency personnel.
2. Demonstrates independent judgment and problem solving relating to matters of safety and security on the campus.
3. Demonstrates ability to interact in a professional and courteous manner with staff, student and visitors to the college
4. Observes and reports any suspicious persons or activities
5. Be able to pass the cart training
6. Be able to use the cart in a safe manner following the rules given during training
7. Performs other related tasks as assigned

STUDENT ASSISTANT PAY RATE:

Category: A

Rate: \$9.00 per hour

LENGTH OF POSITION:

Semester based on available funds and student's financial / Academic eligibility.