

Job Description

Carroll University
Public Safety
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To assist faculty, staff and students of Carroll University through working on-site in the Security Office.

Duties & Responsibilities:

- To assist faculty and staff of Carroll University with administrative duties as needed.
- To staff the Security Office, and answer any questions visitors may have.
- To answer phones, do clerical work and other duties as assigned.
- To write parking tickets and attend parking lots as necessary
- To participate in the Campus Safe-Walk Program, which students "buddy up" with another CSA to provide escorts to all university constituents and provide an " extra eyes and ears " by patrolling the campus

Job Qualifications:

- The desire to work in an active public setting.
- The ability to work well with others.
- A knowledge of Carroll's Campus is strongly desired for this position.
- The desire to represent Carroll in a positive light as a representative of the University.

Length of Employment:

- This position will be in effect during the official calendar year for Carroll University – namely 8/24/2011 – 5/13/2012 for the 2011/12 academic year.

Supervisor:

- Mike Zens
262-524-7301