

FEDERAL WORK STUDY PROGRAM

College Police Auxiliary Personnel Worker

Location: Flint River Campus 8:00 a.m. – 10:00 p.m.

Supervisor: Erica Whitaker Hourly Rate: $10.00

Under general supervision, provides assistance to students, instructors, staff members and the general public while working in the Department of Public Safety. Greets college visitors in a pleasing manner; determines the nature of their business, and provides appropriate information to other employees as needed; answers, screens and routes telephone calls promptly and courteously to appropriate staff; delivers complete, accurate and legible messages in a timely manner. Properly responds to all inquiries and requests for information in a courteous and timely manner.

The Police Auxiliary Personnel also provide assistance to campus police by performing tasks such as safety escorts to the SCTC Faculty & Staff and college community during campus hours in college golf carts around campus and general security details. Police Auxiliary Personnel will assist in clerical duties, relief dispatcher, and other minor tasks to assist campus police officers while on duty. Additionally assist senior police staff in planning and executing yearly NIMS drill Work is supervised and operated in conjunction with the Department of Public Safety and equipped with portable radios. Police Auxiliary Personnel are non-sworn officers acting solely as an extension of the Department of Public Safety, providing extra eyes and ears, and safety presence. Position will involve working with other students with diverse backgrounds to include working outdoors and with the general public from the surrounding campus area.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**   
Open to any student meeting federal work study guidelines and possesses a Valid Class C Driver's License. Applicant must have good communication as well as typing and computer skills and the ability to drive a golf cart. A good sense of the SCTC campus, self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills. Student must be detailed oriented and demonstrate a professional demeanor when interacting with customers.