Position Title: Roaming Security

Hourly Rate: $7.50

Department: C-Haus

Supervisor: Katie Marse

Work Location: C-Haus

Account Number: 72-00000-00135-00000-xxxxx

Do multiple individuals hold this position at one time? ☐ Yes  ☒ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work 4 - 5 hours per day, 8 - 10 hours per week.

The student will work ☒ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.

Hours are available during the following times of the day: 9:00 PM - 2:00 AM .

Department/Position Overview

The primary function of the Roaming Security is to monitor C-Haus for several things at once - that no outside alcohol is being brought into C-Haus, that no alcohol purchased in C-Haus is being taken out, and that students are being safe and respectful of the space. The position functions to safeguard our college students and their guests and keep us in compliance with state, city and Beloit College laws and regulations concerning the sale and distribution of alcohol. The Roaming Security will scan C-Haus, provide support to the ID Checkers if needed, and serve as a liason between C-Haus and Security and the C-Haus Manager if Security is called to C-Haus for any reason.

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☒ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: