

Department: Campus Safety

Position: Cadet (Work-Study)

Job Description

- A. **Duties:** Cadets will be in various positions, switching between the dispatching station, where calls are answered and put into our software to send officers to respond to them which also includes monitoring the front desk to assist visitors and assisting people with Lost and Found items.

Foot patrolling campus as an extra pair of eyes and ears to aid officers which includes holding department keys in order to assist with unlocking doors around campus if needed. Use of a department issued radio will be used in all positions with proper etiquette which will all be taught.

Cadets main function on dispatch is to observe cameras, answer calls, send officers (or other cadets) to respond to said calls, and assist office visitors. If a cadet is not dispatching they will be patrolling campus, alerting an officer of any incidents or issues that are seen or assisting with unlocking doors.

- B. **Location: Campus Safety Office Building 1**
- C. **Departments function on the CEI Campus:** Patrol to keep campus safe and secure. Assist students, staff, faculty, and visitors with calls for service, including medical incidents, student discipline, and criminal incidents.
- D. **Other:** The department works closely with IFPD and will assist with criminal investigations and law enforcement training. Everything department related is confidential.

Qualifications:

- A. **Preferred work schedule:** Coverage needed Monday – Friday 8:00am – 11:00pm, 12:00pm – 4:00pm, 4:00pm – 9:00pm
- B. **Preferred work experience:**
- C. **Preferred skills:** Strong verbal skills, ability to use Microsoft office programs.
- D. **Preferred character traits:** Approachable, motivated, ability to work with or without immediate supervision.
- E. **Other:** Must have clean criminal record.