

Bowie State University Federal College Work-Study Position Description

Title: Student Affairs Cadets / Ambassadors

Department: Office of the Vice President for Student Affairs

Department Approval By:

Date: August 31, 2020

REPORTS TO: Public Safety

PURPOSE: Provide comprehensive student support to the department of Public Safety.

DUTIES & RESPONSIBILITIES:

- Patrol campus to monitor social distancing and mask wearing
- Assist students with navigating campus services and locating campus buildings and offices
- Work with Public Safety to walk buildings checking for facility and safety concerns
- Work with Public Safety to report incidents related to facility and safety concerns
- Serve as safety escorts to accompany students walking campus at night

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of campus resources and services
- Must possess excellent organizational, project management, communication, and interpersonal skills.
- Must be attentive to details and deadlines, flexible, and able to handle multiple tasks in a fast-paced environment.
- Ability to work independently.
- Ability to handle highly confidential and sensitive situations with professionalism, empathy, and discretion.

MINIMUM TRAINING & EXPERIENCE:

- Comprehensive knowledge of MS Office software (Excel, Word, PowerPoint, Publisher).
- Excellent communication and writing skills

CONDITIONS OF EMPLOYMENT:

In person position.

Occasional evening and weekend work hours required.