

MANUAL  Student Employment Office Human Resources Department	SECTION  Student Job Description	PAGE 1 / 2 <hr/> REVISED 5/24
SUBJECT  <b><i>Student Patrol</i></b>	RANK  x521	GROUP  VI

DEFINITION:

Under the supervision of the University Police Supervisors, a student usually performs all or part of the following duties:

- (a) Provides after-hours escorts for University Personnel.
- (b) Observes and reports breaches of security and safety hazards on the UIC campus.
- (c) Manages crowd control at University sporting and special events.
- (d) Operates security pass desks.
- (e) Assists the University Police with filing and lost and found operations.
- (f) Patrols the UIC campuses and ensures security for the University community.
- (g) Dispatches and operates the University Police radio console.
- (h) Locks and unlocks University buildings and offices for authorized University Personnel.
- (i) Supports and implements the policies and goals of the University Police Department and the Student Patrol, while communicating these policies to all student employees and motivating them to adhere to them.
- (j) Assists Police Supervisors with field supervision of Student Patrol members.
- (k) Assists the Coordinator with assignments and schedules.
- (l) Supervises and coordinates Student Patrol members at special events.
- (m) Reports disciplinary problems with Patrol members to the Coordinator and enforces the Rules and Regulations of the Student Patrol Organization Policy.
- (n) Trains new Patrol members on field procedures.
- (o) Assists University Police with the operational function of the Student Patrol, and other support activities.

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BASIC QUALIFICATIONS:

Ability to deal with the public, reasonably legible handwriting, ability to remain calm in different situations; the capability of rendering physical assistance without self injury. Clear a background investigation by the University Police. Completion of the 20 hour Student Patrol Training Program. Successful passage of oral and written interview and examination.

Yearly one step increases with departmental approval.

LEARNING OUTCOMES\*:

- Professionally advocate for oneself and others.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Proactively anticipate needs and prioritize action steps.
- Multi-task well in a fast-paced environment.
- Actively contribute and advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Demonstrate flexibility by adapting to diverse environments.
- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Collaborate with others to achieve common goals.

\*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).