

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISOR 5/24
SUBJECT Student Patrol – Team Leader	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) Supports and upholds the policies and goals of the University Police Department and Student Patrol, while ensuring all student employees understand and adhere to these policies.
- (b) Assists Police/Security Supervisors in supervising daily operations and special events involving Student Patrol members.
- (c) Helps the Coordinator with assignments and schedules, and recruits volunteers to fill any vacancies hindering daily tasks.
- (d) Reports disciplinary issues with Patrol members to supervisors and enforces the Rules and Regulations of the Student Patrol Manual.
- (e) Trains new Patrol members on field procedures and instructs new team leads in supervisory responsibilities.
- (f) Manages equipment check-out for field members and provides transportation to assigned areas across campus.
- (g) Supports University Police with other tasks where needed.

BASIC QUALIFICATIONS:

Ability to lead others in accomplishing the goals and missions of the Student Patrol Program and the UIC Police Department; assumes without request, the responsibility of the Team Leader in their absence; Detail oriented and documents incidents clearly and concisely; ability to lead by example in all facets of the student patrol manual and must maintain a valid driver's license.

Yearly one step increases with departmental approval.

LEARNING OUTCOMES*:

- Identify areas for continual growth while pursuing and applying feedback.
- Professionally advocate for oneself and others.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- Employ active listening, persuasion, and influencing skills.

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- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Actively contribute to inclusive and equitable practices that influence individual and systemic change.
- Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Identify resources and eliminate barriers resulting from individual and systemic racism, inequities, and biases.
- Inspire, persuade, and motivate self and others under a shared vision.
- Seek out and leverage diverse resources and feedback from others to inform direction.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Motivate and inspire others by encouraging them and by building mutual trust.
- Plan, initiate, manage, complete, and evaluate projects.
- Act equitably with integrity and accountability to self, others, and the organization.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Show high level of dedication toward doing a good job.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Be accountable for individual and team responsibilities and deliverables.

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