

**Office of Campus Safety
Willamette Watch**

Job Description

Willamette Watch members report to the Willamette Watch Student Coordinator.
The overall supervision of Willamette Watch lies with the Assistant Director of Campus Safety.

Job Hours: Various 2-hour shifts, between 6am and 12midnight, 7 days per week. Students are usually scheduled between 4 and 10 total hours per week.

Job Pay Scale: Level I, starting at \$8.40/hour

Job Duties & Requirements:

1. In pairs or alone, patrol Willamette University and TIUA parking lots on foot or bicycle, in all weather; swipe Willamette Watch card at specific cardlock locations during patrol
2. Report suspicious persons or activity via radio;
3. Make regular radio checks with office
4. Wear identifying vest
5. Log in and log out at Campus Safety office
6. Use of headphones or other equipment which may distract from duties is strictly prohibited during shifts

Application

Name _____ ID# _____

Campus Phone _____ E-mail _____

Class year _____

1. Are you willing to work in all weather conditions?
2. Have you held other positions on campus?
 - A. If yes, in what department/office? Who was your supervisor?
 - B. If not, list your last 2 jobs.
3. Have you ever used a two-way radio?
4. List your availability (days and times):

Submit:

e-mail: lwestpha@willamette.edu

fax: 503-375-5384

in person: Office of Campus Safety, Doney Hall