

Northwestern Michigan College

Job Description

Job Title: Residence Hall Night Watch-Student Employee
Department: Administrative Services
Reports To: Coordinator-Student Life/Campus Security
FLSA Status: Non-exempt
Prepared By: Cathy Muma
Prepared Date: November 27, 2002, Revised March 24, 2005
Approved By: Bill Hendry
Approved Date: May 9, 2003

Summary

This person is to be the “eyes and ears” of the residence halls after the midnight hour. This staff person will fulfill one of three possible roles. A staff member will staff each residence hall desk and check residents in after midnight, and require guests to be escorted at all times midnight through 5:00 a.m. Another staff member will make continuous rounds of all public areas in both halls and report suspicious, dangerous activity to the desk, who will in turn contact the R.A. on duty.

Requirements

To be eligible for student employment in a semester, the student must be enrolled half time during that semester (minimum NMC academic credits: 6 for fall; 6 for spring; 3 for summer).

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Daily:

- Staff front desk after midnight.
- Make continuous rounds of all public areas in East and West halls after midnight.
- Complete appropriate logs and reports as needed.

Weekly:

- Attend staff meetings.

Annually:

- Update recommended yearly certifications.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. To be considered as an applicant, individuals must not have been involved in a drug or alcohol incident and/or related incident the semester prior to application and the semester of application.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the college.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

CPR and First Aid certificates desirable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; talk or hear and smell. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.