



Position Title: Part-Time Public Service Aide

Job Code: 8300

Reports To: Public Safety Supervisor

Grade: C1

FLSA: Non-Exempt

Job Description:

This position will assist and provide support to the Public Safety Department, under the supervision of an assigned Public Safety Officer.

Duties & Responsibilities:

- Aide in the patrolling of the campus
- Monitor the functions of the campus parking facilities
- Report any suspicious or unusual activity to the Campus Department of Public Safety via radio
- Provide direction and information to students and visitors
- Direct pedestrian traffic
- Perform other duties as requested by the Campus Department of Public Safety
- Maintain a detailed service aide log

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma or General Equivalency Diploma
- Must possess a valid Florida Driver License and have the ability to safely operate College motorized vehicles
- Must complete a Miami Dade Police background investigation prior to being hired

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name