**Security Attendant 2/Police Cadet Sergeant 2**

Security Attendant 2/Cadet Sergeant 2, under general supervision, assists in leading a team of cadets. Responsibilities may include, but are not limited to:

* Ensuring that all daily tasks are completed, documented and routed through necessary channels.
* Patrolling the EWU campus and assisting EWUPD officers with non-commissioned assignments.
* Reviewing all paperwork and reports submitted by cadets.
* Assisting in enforcing parking regulations, directing and regulating traffic for special events.
* Assisting in scheduling, and ensuring that cadet equipment is in good working order.
* Ensuring their teams assist officers in facilitating community outreach programs.
* Perform other additional related duties as assigned or required.

This position will report to the University Police Departmentand Police Sergeant.

This position will work a maximum of 19 hours per week based on availability. The University Police Department operates 7 days a week and typically has shifts from 10 am to midnight.

**Required Qualifications:**

One plus years of experience as a Police Cadet at EWU, another university or college, or another law enforcement agency.

Applicants must be a current EWU student in good academic standing.

Applicants must maintain at least a 3.0 GPA (grade point average).

Applicants must be 18 years of age or older.

Applicants must possess a valid Washington driver’s license and good driving record.

Applicants must have a positive and encouraging attitude with a strong team mentality.

Applicants must have a high level of professionalism, maturity, integrity, reliability and confidence.

Applicants must have a command of English grammar, vocabulary, spelling and punctuation, and basic arithmetic skills.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

*Insert language re: criminal background check and access (fingerprint—higher level)*

**Preferred Qualifications:**

An interest in a career in law enforcement is preferred, but not required.

**Student employees are subject to EWU’s employment Policies and Procedures, the EWU Student Code of Conduct, and the University Police Manual of Standards. As a student employee, you are expected to**

**adhere to all of these provisions. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range B**