Position Title	Library Assistant - Patrol
Number of Open Positions	3
Department Name	Library

Position Description

The Library Patrol is a uniquely trained unit that assists with security throughout the library and the closing of the facility. This unit receives training from the campus police department and the patrol's supervisor. Extensive and ongoing training is required. Please visit the student employment link on the library's website lib.jcu.edu for application.

Essential Job Functions:
-Will patrol a 100,000 square foot building using radios, cellphones, campus phones, and verbal communication skills while on shift
-Miscellaneous duties as determined by supervisor

Other Skills/Abilities:
-Detail oriented
-Service oriented
-Completion of training course including radio use, documentation and duty logs, response and notification of medical emergencies, scenario training, fire extinguisher use, first aid and CPR training, library safety and procedures, facility reporting, and the library's emergency evacuation plan. Other training may be included.
-Ability to maintain confidentiality, multi-task, and make decisions based on policies and training.

Minimum Requirements:
-Strong communication skills
-Must work well with police department, supervisors, and public
-Absolute dependability is required

Days and Times Needed	Available patrol hours include 10 PM - 2 AM Sunday - Thursday; 5 - 7 PM Friday; 5 - 8 PM Saturday.
Nights or Weekends Required?	Nights & Weekends
Pay Rate	$8.10
Job Location	Library
Supervisor Name	Connie Brooks
Supervisor Phone	
Supervisor Email	cbrooks@jcu.edu