

Department of Public Safety Graduate Assistant Southwest Minnesota State University

Educational objectives

The Graduate Assistant position will allow SMSU's Public Safety Department to research, develop and administer policies and procedures in direct correlation with governmental mandates. In addition to policy development, this position will serve as a mentor and provide supervisory support for SMSU's Public Safety student security officers.

Salary & Appointment

Position appointed on an annual basis for August-May. Annual stipend of \$8000 (4000 per semester) paid on a bi-weekly basis and tuition waiver for SMSU graduate classes.

Qualifications

- Must be admitted and enrolled in a master's program at SMSU.
- Must maintain satisfactory academic progress and remain enrolled.
- Motivated individual with positive attitude.
- Must be willing to work nights and weekends.
- Must have the ability to work independently.
- Must have demonstrated excellent interpersonal and organizational skills.

Preferred qualifications

- Prior experience in law enforcement or security industry.

Responsibilities

- Supervise student security officers.
- Plan and coordinate shift coverage to ensure security, safety and parking needs are met at University events.
- Recruit and assist with training of new staff.
- Organize and deliver crime prevention presentations to the University community as needed.
- Assist with development of University Public Safety web page.
- Research and develop policy as dictated by government mandates.

Clientele

This position has extensive contact with the general public: University students, employees, federal, state, and local law enforcement agencies, area businesses and visitors.

Supervision

Security Coordinator and Environmental Health and Safety Administrator.

Application Information

Send a letter of application, resume, unofficial transcript(s) and the names and contact information of three (3) professional references.

Apply to

SMSU University Public Safety Office, 1501 State Street, Marshall, Mn 56258.
Inquiries about this position may be directed to the Director of Public Safety, 507-537-7252.