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**Job Title:** Student Assistant

**Department:** Department of Public Safety
**Hourly Rate:** $12/hour
**Work Hours:** Up to 20 hours per week (flexible with class schedule)

**Position Summary:**

The Student Assistant for the Alabama A&M University Department of Public Safety will provide administrative, logistical, and community engagement support to the department's sworn officers, security officers, and communication specialists. This role is integral to fostering a safe and secure campus environment, aligning with the department's philosophy of community policing, trust, and accountability. The assistant will gain valuable experience in public safety operations, administrative processes, and problem-solving, contributing to the overall well-being of the AAMU community and the department's commitment to providing a first-class service experience.

**Purpose and Learning Outcomes:**

* Develop a foundational understanding of public safety operations, principles of community policing, and campus security protocols.
* Enhance administrative and organizational skills through assisting with office functions, record-keeping, and logistical support.
* Cultivate effective communication and interpersonal skills through interactions with diverse campus stakeholders and departmental personnel.
* Learn about the importance of integrity, trustworthiness, and accountability in a public safety environment.

**Key Responsibilities:**

* Provide administrative support to the Public Safety office, including data entry, filing, copying, and managing general correspondence.
* Assist with departmental record-keeping, ensuring accuracy and confidentiality of sensitive information.
* Aid in maintaining the cleanliness and organization of the Public Safety office and common areas.
* Answer non-emergency phone calls and direct inquiries to the appropriate personnel or departments.
* Assist with inventory and maintenance of departmental supplies and equipment.
* Provide logistical support for departmental meetings, training sessions, or special campus events.
* Adhere strictly to all departmental policies, procedures, and confidentiality requirements.

**Qualifications:**

Preferred knowledge, skills, and personal qualifications:

* Strong interest in public safety, criminal justice, emergency management, or a related field.
* Previous experience in an office environment or with administrative tasks.
* Demonstrated ability to handle sensitive information with discretion and maintain confidentiality.
* Proactive, detail-oriented, and capable of managing multiple tasks.
* Familiarity with campus resources and departmental functions.

Required Qualifications:

* Must be a currently enrolled undergraduate or graduate student at Alabama A&M University.
* Minimum cumulative GPA of 2.5.
* Excellent interpersonal and communication skills (written and verbal).
* Strong organizational and problem-solving abilities.
* Proficiency in basic computer applications (e.g., Microsoft Office Suite, Google Workspace).
* Ability to work flexible hours, which may include some evenings or weekends, as dictated by departmental needs.
* High level of integrity, trustworthiness, and a commitment to professionalism.

**Experience Gained in this Role:**

By the end of the employment period, the student will have developed skills in:

* Equity and Inclusion – The student will actively contribute to inclusive and equitable practices that
* influence individual and systemic change.
* Professionalism – The student will act equitably with integrity and accountability to self, others, and the organization.