

## **Madonna University Job Description**

**Job Title:** Graduate Assistant  
**Department:** Public Safety  
**Reports To:** Director Gary Mann  
**Shift/Hours:** 20 hours per week  
**Date Prepared:** May 21, 2019

### **SUMMARY**

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to Director Gary Mann. A schedule will be mutually arranged by the GA and the Supervisor to ensure the hour requirement is met. The GA must register for a minimum of 6 semester hours (minimum of 9 semester hours is required for international GA's) during each Fall and Winter semester. The GA may register for additional credits up to a maximum of 24 semester hours per academic year. The GA must maintain good standing academically (3.0 or higher GPA each semester) and adhere to the University Code of Conduct to maintain their position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintain a 3.0 (or higher) GPA each semester for which the student is given the GA award. GA must be in good academic and personal standing.
2. Provide assistance to students, faculty, staff, and visitors while on campus.
3. Exceptional interpersonal communication skill is essential as the Madonna University Public Safety Department strives to provide superior service to all students, faculty/staff, and guests of the campus.
4. Render assistance to those in need and respond to emergency situations when appropriate.
5. Enforce University parking regulations and proactively enforce University rules, regulations and policies.
6. Secure and unlock buildings as directed. Check doors and locks to ensure proper operation.
7. Reduce the potential for injury, loss of property, and/or destruction of property by conducting visual surveys of the campus grounds. Report dangerous or unsafe conditions as needed.
8. Conduct monthly fire extinguisher/AED inspections and report any condition that needs correction.
9. Provide security and traffic/crowd control for campus events and special projects as assigned.
10. Arrange transportation to a medical facility for sick or injured persons.
11. Conduct investigations of suspected crimes and policy violations. Complete assigned or self-generated reports. Ensure essential information is disseminated to the necessary department(s).
12. Maintain a daily activity log.
13. Promote a positive image of the University by providing direction and information to students, staff/faculty, and visitors of the campus. Provide special assistance when needed (e.g. vehicle assists, personal escorts, use of phone, or other).
14. Assist in circulating Public Safety initiatives to the campus community by educating the campus community on the parking policy, "see something say something," "lock it or lose it" and other campaigns.

**MADONNA UNIVERSITY RESERVES THE RIGHT TO ASSIGN OR REASSIGN DUTIES AND  
RESPONSIBILITIES TO THIS JOB AT ANY TIME**

**QUALIFICATIONS**

The GA must be fully admitted to a Graduate degree program at Madonna University. The GA must maintain a 3.0 (or higher) GPA each semester for which the student has been given the GA award. Professionalism, work ethic, attention to detail and excellent organizational skills. Excellent interpersonal, oral and written communication skills. Ability to self-initiate, work both independently and collaboratively. Ability to prioritize multiple projects simultaneously and successfully meet deadlines. Ability to work with diverse communities.

**EDUCATION AND EXPERIENCE**

Bachelor degree from a regionally accredited institution. The cumulative GPA must be 3.0 or higher (4.0) scale. Combination of education and practical experience related to the position is preferred.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The nature of this position requires extended periods of standing along with the ability to move quickly throughout campus on foot, including climbing stairs and/or ladders in all University buildings. The ability to lift and carry equipment weighing 40 pounds is required. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**OTHER**

The scope of the position may require night time, holiday, and/or weekend work. The position is designated as essential and the employee is required to report to work as scheduled when University offices are closed for inclement weather or holidays.

**MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.

Supervisor Approved \_\_\_\_\_ Date \_\_\_\_\_  
Initial

HR Approved \_\_\_\_\_ Date \_\_\_\_\_  
Initial