



Position Information

Posting Date: March 4, 2008
Working Title: Community Service Specialist
Full-time & Part-time (20 hrs/wk) positions available
Reporting Unit: University Police Department
Requisition Number: 13322
Salary Range: \$2,753 - \$4,130/month
Hiring Salary: \$2,753/month
Excellent Benefits Package: [California State University Employees Union\(CSUEU\) Benefits Summary](#)
First Screening Date: March 19, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Community Service Specialist II
Bargaining Unit: California State University Employees Union

About the Position

Within the King Library the Community Service Specialist is responsible for providing a safe and secure environment for King Library patrons and staff, and ensuring the security of the library's collections. Duties will include foot patrol of the library building and grounds, monitoring library entrances and exits, and monitoring of closed circuit security systems. The Community Service Specialist works closely with the University Police Department and will be responsible for preparing clear and concise reports of incidents in the library.

Work schedule varies according to operational needs and may include evening and weekend hours.

Community Service Specialists working in the Student Services Center have the primary responsibility for monitoring the facility and the grounds through personal contact, surveillance for theft protection, providing information referrals, and creating a professional and secure atmosphere. The Community Service Specialist maintains radio communication with the University Police Department to report suspected hazards and criminal behavior.

Physical demands of the position require the ability to walk and/or stand for an extended period of time, sit, see in appropriate color vision, hear an appropriate range of sounds, balance, climb, twist, bend, and reach; and may include exposure to various weather conditions.

Qualifications

High school diploma or equivalent is required. Six months of police/security/military law enforcement training and/or experience preferred. Possession of a valid California driver's license at time of hire is required. Must be able to communicate with a diverse population in a tactful and effective manner. Ability to learn and operate the security systems. Must have strong customer service and written communication skills.

Successful applicants must pass a University Police background investigation.

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](http://www.sjsu.edu/safetyreport) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](http://www.sjsu.edu/hr) (www.sjsu.edu/hr)

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University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.