Student Employee Position: **Police Clerical Assistant Student**

Summary of position: To provide support services to the University Police as needed.

1. Main
   A. Assist full-time clerical staff with the following duties as assigned:
      1) Add all needed information to electronic Police calendar
         A. Programming
         B. Information
         C. Events
      2) Ensure all forms are copied and available in all necessary locations
      3) Assist with report management system
         A. Scan documents as needed
         B. Any other duties assigned by OPA

2. Citation Processing
   A. Audit citations
   B. Scan citation and enter into Badge SE
   C. Check accuracy of information
   D. Send to correct county clerk of courts

3. Alcohol Diversion Program clerical
   A. Enter data in spreadsheet and place in correct folder after approved
   B. Document all phone messages and return if necessary
   C. Notify participant, in writing, of payment process, orientation date and location
   D. Verify community service hours and review paperwork
      Coordinate and communicate with Police Coordinator Liaison

4. Special Event Program
   A. Check contracts and send out to scheduling group
   B. Make sure sponsors are added into D2L
   C. Make sure sponsors complete training
   D. Update spreadsheet
   E. Make charts

5. Fire Drills & Tornado Drills
   A. Update spreadsheet

6. General office duties
   A. Shred as needed and empty shredder when full
   B. Department reception as needed
   C. Prepare any programming material needs
7. Other duties as assigned
   A. Problem solving
   B. Critical Thinking
   C. Cash Handling

Requirements/Routine:

- Schedule: usually Monday- Friday varying hours
- Work area: Will maintain a neat and orderly work environment
- Dress code: UWW Police name tag, conservative dress, hair, jewelry, make-up, and tattoos
- Where work will take place: Usually within the Police Department but may need to run errands on campus. The various work tasks will involve some public interaction.
- Equipment or software used: Badge SE, Microsoft Programs, telephone, fax, copy machine
- Additional requirements: Confidentiality, integrity, pass background check, fingerprinted, off-duty social awareness, notification to Supervisor of any Law Enforcement contact, self-evaluation and supervisory evaluation completed annually

Learning outcomes resulting from student employment:

- Knowledge of Human Cultures and the Physical and Natural World
  - Engagement and asking big questions
  - Understanding contemporary and enduring issues
- Intellectual and Practical Skills
  - Inquiry, critical and creative thinking, written and oral communication, quantitative and information literacy, teamwork and problem solving
  - Taking on progressively more complex and challenging projects and problems
  - Increasing standards of performance over the course of employment
- Personal and Social Responsibility
  - Civic knowledge/engagement, ethical reasoning and actions, lifelong learning skills
  - Active involvement with diverse communities
  - Addressing real world issues
- Integrative Learning
  - Taking the classroom to the world in both general and specialized areas of study
  - Applying knowledge and skills
  - Taking on new responsibilities and problems