Student Safety Ambassador Position Description Fall 2020

Student Safety Ambassadors provide an important function for implementing COVID-19 safety during the phased return to campus. All COVID-19 Safety mitigating policies and procedures at the University require each individual on campus, student, staff, and faculty, to utilize personal responsibility for their personal behavior for the good of the community. Implementation of all safety plans have certain situations where the University and all the campus community are relying on the students, staff, and faculty to have personal responsibility to "do the right thing" in terms of wearing a face covering, disinfecting hands frequently, and maintaining 6 feet of distance in halls and elevators as well as other places. These actions are recommended, and not mandated, but the safety outcome depends on voluntary compliance with the recommendations.

In order to reduce the potential performance gap for these actions “Safety Ambassador” is a newly created but temporary student position to provide safety assistance services to those who are on campus, particularly students.

Compensation and Hours
This position works no more than twenty (20) hours per week at $13.00 per hour. Work primarily during campus daytime hours, at times and locations where classes are known to be held.

Employee Learning Outcomes
Student employees will be able to:

- Encourage compliance with University safety plans and policies specific to mitigation of COVID-19.
- Demonstrate ability to critically think through a process and identify ways to make it as safe as possible.
- Knowledge of assigned building layout.
- Utilize campus resources to solve problems related to the job/assist in job duties.
- Recall training on use of PPE and strategies to encourage physical distancing.

Job Summary:
Under the general supervision of a Residence Life Coordinator, the incumbent has responsibility for:

- Perform temporary campus wide COVID-19 assistance services.
- Assigned to a single building where classes are in session or at large, and not at a particular building, providing service to those walking across the campus who need assistance with face coverings, hand disinfecting or wayfinding.
- Provide multiple services that reduce overall COVID-19 risk for everyone, working as a team.
- As classes are coming into session, open building doors so that one gloved hand is touching a door instead of dozens of bare hands.
- Act as an elevator monitor and operator in buildings with elevators so that one gloved hand touches the buttons instead of dozens of bare hands. Ensure that maximum occupancy set for that elevator for physical distancing occurs, and that those with a disability get priority elevator use.
• Work in hallways and lobbies to ensure students walking and waiting to enter a classroom are spaced well for physical distancing according to floor markings.
• Assist students entering classrooms one at a time so that they can be seated and still maintain physical distancing.
• Verbally interact, advise, and remind students, faculty and staff that face coverings are a campus policy and highly recommended. If an individual does not have a face covering, provide one if the individual wishes to have one.
• Direct community members to the nearest restroom for hand washing, or to the nearest hand disinfecting kiosk.
• Rotate positions within a building regularly in an organized manner so that all positions are filled on a rotating basis and each ambassador has experience with each element of the role.

Authority
The Ambassador will have no enforcement authority or powers. They interact with the campus community as advisors.

Training
EHS will provide the Ambassador with complete safety training, PPE, and the PPE stock or materials to hand out. Additionally, each Ambassador will be provided a recognizable jacket or vest identifying them as an Ambassador.

Minimum Qualifications
1. Must be in good disciplinary standing with University Housing Services and the University when appointed and for the duration of the employment period;
2. Must be in good academic standing (minimum cumulative GPA of 2.0 and for each semester while employed);
3. Must be enrolled in at least six (6) units each semester at CSU, Sacramento while employed.

Required Qualifications
1. Ability to work in a diverse environment with college students, staff, and faculty;
2. Self-motivated and able to work independently with nominal supervision;
3. Excellent communication, administrative, organizational, and customer service skills;
4. Ability to respond to safety and emergency situations;
5. Ability to maintain confidentiality;
6. Ability to work a flexible schedule, including evenings and weekends;

Conclusion:
The University believes having a strong group of Ambassadors as a temporary position until the Covid-19 risk has ended will greatly increase voluntary compliance with face covering guidelines and social distancing rules all across campus, which will lead to a much safer and more productive campus as we operate in phased re-opening.
Accountability
Failure to meet the position qualifications and job responsibilities may result in job action, including verbal warning, written warning and action plan, probation, and termination.

A determination of probation and termination will be reached in instances where there are repeated job performance issues (ie. Late to shift) or if a staff member commits an egregious error (inappropriate use of access, not addressing problematic safety concerns, possession, and/or use of alcohol or drugs at work, etc.).