



Tiffin University

Application for NightWatch

Name: _____
(last) (first) (middle initial)

Male: ____ Female: ____ Birth date: __/__/__ Class Status: _____

Major: _____ Current Cumulative GPA: _____

Number of semesters you've lived in T.U. Residence Life Housing: _____

Address: _____

*____ I currently live off campus *____ I currently reside on campus

Local Phone Number: ____-____-____ e-mail address: _____

*List activities/organizations you have been involved in at TU and any offices
you've held:

* _____ *

* _____ *

List activities/organizations in which you plan to be involved during the 05-06
academic year:

* _____ *

* _____ *

*Have you ever been involved with any criminal activity for which you were
detained or questioned by the police? YES NO

**Please explain the situation, if applicable (continue on back if necessary):

*Have you completed your internship or field experience? _____

*Please describe your duties during your internship:

Will you compete in any Intercollegiate Athletics during the 05-06 year?

Yes

No

Which Sport(s)? _____

Past Employment :

1) Employer: _____ Position: _____

Address: _____ Dates: _____

*Contact Reference: _____ Title: _____

Phone Number: _____-_____-_____

2) Employer: _____ Position: _____

Address: _____ Dates: _____

*Contact Reference: _____ Title: _____

Phone Number: _____-_____-_____

Campus Employment (if different than Past Employment):

Office: _____ Position: _____

Supervisor: _____ Dates: _____

List all honors or awards you have received while attending Tiffin University:

* _____ * _____

Tiffin University NightWatch Candidate Reference Form

Applicant's Name (Print or Type) _____

This evaluation form will be used for all candidates who are seeking the position of Resident Assistant for the upcoming academic year.

I, _____, as a candidate for this position, waive my right to access of this reference. (Date) ____/____/____.

FOR THE EVALUATOR: *This candidate has asked me to complete his/her reference form. I do so with the knowledge and trust that this student can effectively carry out his/her duties and responsibilities to the standards that the Office of Student Affairs is seeking. I understand that my comments will be used for the purpose of the selection process only, and will be seen by the members of the selection committee and the Dean of Students, and will not be seen by the student unless I show it to the student myself.

Please answer the following questions:

*How long have you known this student? _____

*In what capacity (ies) do you know this student? _____

*I believe this student is a strong candidate for the position because _____

*In what way (s) have you observed this student acting as a student leader on campus? _____

*Please comment on this student's ability to adapt to new situations: _____

Please turn over for additional section of evaluation

Tiffin University NightWatch Candidate Reference Form

Applicant's Name (Print or Type): _____

Please rate on a scale (5 is high and 1 is low)

1. How well do you know this candidate?	5	4	3	2	1	unobserved
2. Ability to relate to others?	5	4	3	2	1	unobserved
3. Judgement	5	4	3	2	1	unobserved
4. Ability to communicate ideas	5	4	3	2	1	unobserved
5. Openness to new ideas	5	4	3	2	1	unobserved
6. Adaptability	5	4	3	2	1	unobserved
7. Consideration for others	5	4	3	2	1	unobserved
8. Responsibility/Maturity	5	4	3	2	1	unobserved
9. Conflict Mediation Skills	5	4	3	2	1	unobserved
10. Administrative ability (paperwork)	5	4	3	2	1	unobserved
11. Confrontation Skills	5	4	3	2	1	unobserved
12. Overall chances for success	5	4	3	2	1	unobserved

Your comments are vital to the process for new staff members. Please make any additional comments you feel are necessary to any of the questions. Please complete this form as thoroughly as possible for the candidate who has asked you to act as a reference for them.

Signature of person completing the reference form: _____

Date: _____/_____/_____

Please feel free to make any other pertinent comments below the line.

Thank you for your assistance in this process!!!

Applicant's Name (Print or Type) _____

This evaluation form will be used for all candidates who are seeking the position of Resident Assistant for the upcoming academic year.

I, _____, as a candidate for this position, waive my right to access of this reference. (Date) ____/____/____.

FOR THE EVALUATOR: *This candidate has asked me to complete his/her reference form. I do so with the knowledge and trust that this student can effectively carry out his/her duties and responsibilities to the standards that the Office of Student Affairs is seeking. I understand that my comments will be used for the purpose of the selection process only, and will be seen by the members of the selection committee and the Dean of Students, and will not be seen by the student unless I show it to the student myself.

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*In what capacity (ies) do you know this student? _____

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*Please comment on this student's ability to adapt to new situations: _____

Please turn over for additional section of evaluation

Applicant's Name (Print or Type): _____

Please rate on a scale (5 is high and 1 is low)

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3. Judgement	5	4	3	2	1	unobserved
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TIFFIN
UNIVERSITY

Student Security Service Job Description

The Student Security Service is a new venture at Tiffin University designed to incorporate students into campus leadership positions, expand the overall safety and security of our campus, and provide real-world experience to those who are part of the team.

General Responsibilities:

Student Security Service team members must enforce and abide by all university policies, rules, and regulations that govern Student Life, especially those who live in the Residence Life system. The Student Security Service team is also responsible for:

- Making General Rounds of the campus between the hours of 11:00 p.m. and 3:00 a.m. nightly.
- Checking to make sure campus buildings are secure
- Maintaining a Duty Log to record activity, incidents, and other items of note
- Aiding the Residence Life Staff in emergency situations or incidents to restore general order
- Participating in all staff meetings, training programs, and special events and functions deemed necessary by The University.
- Acting as a campus resource for those seeking information or requiring aid
- Acting as a campus liaison to disseminate information to students.
- Providing Leadership during incidents or situations by contacting the appropriate individual or emergency personnel
- Maintaining pertinent documentation, such as incident reports, maintenance concerns, and duty logs.
- Escorting students, faculty and staff members across campus if called upon to do so

Student Security Service team members must always strive to improve the safety program by working with the entire Student Affairs Staff and carry out other duties as assigned by the Associate Dean/Director of Residence Life or the Vice-President for Student Affairs/Dean of Students.

Duty Responsibilities:

One Student Security Service staff member will be On Duty nightly, seven days per week, between the hours of 11:00 p.m. and 3:00 a.m. Staff Members are not allowed to leave campus during his/her shift **for ANY reason**. In the event of an emergency situation where a student needs to be transported to the hospital, staff members should contact Residence Life Staff members for aid, while maintaining their responsibilities on campus.

Staff members will operate out of an assigned area on campus, working on paperwork in between rounds. They will carry a cell phone, flashlight and wear clothing that designates them as staff members.

Requirements/Guidelines for Hiring Status:

- A Grade Point Average of 2.7 that must be maintained
- Must be willing and able to work late evening/early morning hours.
- In good standing with the University
- Junior Status and Above, OR equivalent work experience/OPODA certification specific to this job
- Federal or College Work-Study eligibility
- Criminal Justice majors who have completed their Internships are encouraged to apply.

Remuneration:

Remuneration will be the standard hourly work-study rate. After 200 hours of employment, the hourly pay rate will increase.

Academic Performance:

Staff members are required to strive to maintain a 2.7 grade point average. Staff members who fall below this level will be placed on probation and will be given one half semester to show significant academic progress. Should progress not be made, the staff member's position will be terminated. Staff members who have more than one failing grade at the end of any semester may be suspended from the staff or terminated immediately.

Any staff member who is placed on academic probation after either semester will be relieved of his/her duties for the following semester. A staff member in this situation is welcome to re-apply for any openings that will exist in the semester following the suspension. Prior status as a staff member does not guarantee automatic re-hire.

Grounds for Dismissal:

As a Student Security Service Staff Member, the student is responsible for maintaining professional standards on and off campus at all times within the duration of their employ. Employment may be terminated if the staff member's performance is unsatisfactory and conflicts with the standards that the University has set forth. The termination process is determined by the standards set forth by the Associate Dean/Director of Residence Life and the Vice-President for Student Affairs/Dean of Students.

****Note: Student Security Service Staff Members who are hired are expected, from the time they are hired, to uphold all university policies and academic standards set forth by the University. Any negative involvement in or behaviors toward violating university policy may result in the decision to terminate the agreement of employment. Those who have been hired to be staff members are expected to behave in the positive ways of student leaders academically, personally, socially and ethically.***

I agree and I have read and understand the guidelines set forth by The Associate Dean's Office in the hiring process of Student Security Service Staff Members.

Signature: _____

Date: ____/____/____

***Please turn All Application Materials to the Office of Career Development**

Carol McDannell, Director (419) 448-3441

Questions can be asked via phone to either Career Development or to

Lisa M. Kirchner, Associate Dean of Students

(419) 448-3421 or lkirchne@tiffin.edu

For Office Use Only:

____ Student is eligible for Federal Work Study

____ Student is NON-eligible for Federal Work Study

Initials: _____
