Job Classification Specification

Campus Operations & Protection Professional 1

Position Summary

Develops competence by performing structured work assignments. Identifies a problem and all relevant issues in straightforward situations, assesses each using standard procedures, and makes sound decisions. Receives instruction, guidance and direction from others.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Administers campus bookstore or food service operations to include customer service, advertising, employee training, stock maintenance and quality control, and financial responsibilities.

Assists in administering campus programs to ensure that grounds and parking facilities are available in a clean, safe, and orderly condition.

Helps administer programs related to student housing, residential/campus life, and transportation needs.

Serves as project manager in resolving clearly defined facility or campus operations problems and issues.

Ensures that good customer relations are maintained, and customer claims and complaints are resolved fairly and effectively, and in accordance with the consumer laws.
Campus Operations & Protect Professional 1 (cont’d)

Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

General supervision; progress/outcomes are frequently observed/reviewed; work is largely scripted by established procedures and guidelines.

Complexity and Problem Solving

Problems tend to be of limited scope and complexity, generally quickly and relatively easily resolved.

Required Qualifications

BA/BS or a combination of related education and work experience to equal four years; applies knowledge and skill to a recurring task or activity with emphasis typically on precision and timeliness of execution.

Effective 2/24/14