

Student Safety Aide Job Application

2025/2026

Peralta Community College District is now hiring Student Safety Aides!

DUTIES AND RESPONSIBILITIES:

- Escort and assist student, faculty & staff, as needed, to their vehicles and classrooms
- Perform walking patrols of campus grounds, facilities and buildings including parking lots
- Report any suspicious activity or accidents to Marina and/or Police Services via radio, phone or in person
- Serve as a safety representative at College Must be alert at all times while on duty
- May staff or maintain the Information booth and provide campus information, on occasions
- Conduct campus tours
- Attend extracurricular activities, as assigned, to assist with safety and crime reporting
- Assist with emergency evacuations, building sweeps and other activities relating to the safety
- Ability to write incident reports and take notes on suspicious activities and reports
- Assists in maintaining standards of student discipline and ensuring the observance of rules and procedures by students and others on the school campus.
- May conduct campus tours, under the direction of the site administrator
- Reports unauthorized persons on campus
- Assist students, faculty and staff during emergencies or disaster situation as first respondents
- Performs other related duties assigned

MINIMUM QUALIFICATIONS:

- Must be a student in one of the 4 Peralta Colleges
- Must be at least 18 years old
- Must be enrolled in at least 6 units Maintain an overall cumulative 2.0 GPA
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
- Must be able to clear background check including fingerprints
- Must be willing to serve as a safety aide for at least one full semester
- Must demonstrate the ability to make sound decisions
- Must be able to work flexible hours
- An interview will be required for all eligible applicants
- Must complete a mandatory 25 hour training which will include the following classes: First Aid/CPR, Personal Protection, Conflict Resolution, Radio Communication, Report Writing, Emergency Evacuation Procedures, Non-verbal Communication, Peralta College Policies and Procedures

PHYSICAL REQUIREMENTS:

- Constant standing, stooping and bending , walking and potential running
- Ability to lift 30 lbs

* Indicates required question

1. Email *

2. Last Name *

3. First Name *

4. Date of Birth *

Example: January 7, 2019

5. Student ID# *

6. Home Address *

7. City *

8. Zip Code *

9. Phone Number (Cell) *

10. School Email Address *

11. Personal Email Address (not school) *

12. T-shirt Size *

Mark only one oval.

☐ XS

☐ S

☐ M

☐ L

☐ XL

☐ XXL

13. Gender *

Mark only one oval.

☐ Male

☐ Female

☐ Other

☐ Other: _____

14. Have you worked as a Student Safety Aide? *

Mark only one oval.

☐ Yes

☐ No

15. If you answered yes to the previous question, please indicate which year(s) you worked as a Student Safety Aide?

16. Which Campus would you like to serve? *

Check all that apply.

☐ Merritt

☐ Laney

☐ Berkeley City

☐ College of Alameda

☐ No preference

17. Have you taken any Administration of Justice Classes? *

Mark only one oval.

☐ No

☐ Yes

18. If you answered yes to the previous question, please indicate which class you have taken?

Check all that apply.

☐ ADJUS 21

☐ ADJUS 22

☐ ADJUS 23

☐ ADJUS 24

☐ ADJUS 25

☐ ADJUS 26

☐ ADJUS 49

☐ ADJUS 51

☐ ADJUS 56

☐ ADJUS 57

☐ ADJUS 59

☐ ADJUS 63

☐ ADJUS 70

☐ ADJUS 71

☐ ADJUS 72

☐ ADJUS 110

☐ ADJUS 115

☐ ADJUS 116

☐ ADJUS 200

19. Are you interested in a career in Criminal Justice? *

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ Maybe

20. Will you have any on or off-campus responsibilities during the 2025/2026 school year in addition to this position? *

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ Maybe

21. If you answered yes to the previous question, please list the responsibilities:

22. Why do you want to become a Student Safety Aide (50 words minimum)? *

23. Why are you the best candidate for the Student Safety Aide position? *

References

List the name and email address of three (3) people not related to you who can attest to your character:

24. Reference #1 Name and Email Address *

25. Reference #2 Name and Email Address *

26. Reference #3 Name and Email Address *

27. Is there anything else that you'd like us to know about you? *

Applicant's E-Signature

By typing your name (First Name, Last Name) in the space below, you are certifying that all statements in this form are true, complete, and accurate. You agree and understand that any misstatements or omissions of material facts herein will cause forfeiture on your part of all rights to employment with the Peralta Community College District.

28. E-Signature (Type First Name, Last Name) *

Incomplete applications will not be considered.

For more information, please contact Ms. Dixon at mdixon@peralta.edu or Ms. Oliver at moliver@peralta.edu.

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