
OAKLAND UNIVERSITY—PROJECT UPWARD BOUND

261 South Foundation Hall; Rochester, MI 48309-4401

Phone: 248-370-3218 Fax: 248-370-3217

JOB SUMMARY: SUMMER ACADEMY NIGHT WATCH PERSON

JOB TITLE: Night Watch Person

RATE: \$9.45/hour (before taxes), 40 hours/week

REPORTS TO: Head Resident

DURATION: Last week of June thru last week of July

HOURS: 10:00 p.m.-6:00 a.m. Sunday-Thursday nights

POSITIONS AVAILABLE: 1

PURPOSE: Provide continual overnight internal surveillance of residence hall where minors live.

PRIMARY DUTIES

- Secure the building by assuring that all entry and stairwell doors are locked by building curfew.
- Assure that all visitors have left the building on Wednesdays by 9:25 p.m.
- Monitor doors to assure that there is no entry of non-Project personnel and no unauthorized exit of Project participants after building curfew.
- Report building curfew violations to Head Resident.
- Monitor stairwells and hallways to assure that no students are off their assigned floors.
- Monitor hallways to assure that no students are out of their assigned rooms after lights-out curfew.
- Partner with volunteer parent to conduct monitoring.
- Complete Incident Reports for any non-standard occurrences during the shift.
- Contact the OU Police Department and the Head Resident if disturbances occur outside the building or if there is a breach of security (some unauthorized person tries to get in the building).
- Report building damage to Head Resident.
- Complete nightly reports of rounds and meet with Head Resident at least once weekly to share information and discuss concerns.
- Model behaviors expected of Project participants.
- Other duties as assigned by Head Resident or Administrative Team.

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Current college-enrollment or graduation with at least a 2.50 GPA OR adult with at least high school graduation and related experience.
- No felonies; no academic, police, social or other violations or restrictions from campus.
- Previous experience working with at-risk, ethnically diverse populations preferred.
- Ability to remain awake and alert all night.
- Must agree to undergo background check

CONSTRAINTS

- No other campus job while employed in this position.

ROOM AND BOARD ARE NOT PROVIDED WITH THIS JOB.

**PLEASE VISIT OUR WEBSITE AT WWW.OAKLAND.EDU/UPWARDBOUND TO FILL OUT AN
ONLINE APPLICATION AND EMAIL YOUR
COVERLETTER & RESUME TO PUB@OAKLAND.EDU**

PLEASE STUDY THE PUB WEB SITE BEFORE THE INTERVIEW