

## Risk Services

**Description:** An employee in a risk services position may be required to have additional certifications, training, etc., and ensure various aspects of campus are compliant, and operating with a minimal amount of risk as possible.

**Examples of Risk Services** include:

- Lifeguard
- Climbing Wall Attendant
- Safety Technician
- Club Coach – Figure Skating/Cheer and Dance
- Fitness Instructors
- Personal Trainers

**Job Function Examples:**

- Ensuring proper safety measures are explained and followed
- Maintaining current and proper certifications

**Level of Responsibility:**

<b>Skills</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>
Programs	Carry out tasks/programs	Provide Input/Plan	Coordinate, manage, implement programs, run meetings
Training	Being trained (first experience)	Trained – Assists in training	Trainer – responsible for running the training(s)
Policies and Procedures	Follows/abides by all policies/procedures	Enforces policies and procedures	Creates/revises/implements policies and procedures; conflict management training
Communication	Customer Service Skills – basic verbal/written skills (Internal)	Customer Service Skills – high level – verbal/written skills – internal and external	Customer Service Skills – internal and external; representing campus at events
Code of Ethics	Learning about ethics	Knowledge and adheres to ethics	Adheres to code of ethics and enforce ethics
Security	Zero to limited access to keys/buildings/directory information only	Access to keys/buildings/cash handling/limited access to data – (People Soft)	Access to HIPPA/FERPA/Financial Records/Cash Handling/contracts
Qualifications	Entry level/General Training/On-the-job training required	Certifications; may require specialized training	Demonstrated experience and knowledge/advance certificates/trainings/enforce policies