San Diego Community College District

CLASSIFICATION DESCRIPTION

Job Code: N1715
Original Date: 11/2026
Last Revision: 11/2026
Staff Type: NANCE
FLSA Status: Non-Exempt

Title: Campus Safety Liaison

Unit: Non-Academic/Non-Classified Service

FUNCTION:

Under direction of an assigned Police Supervisor, serve as a visible presence throughout our District properties and campuses, acting as a liaison between students, faculty, or visitors and College Police. The position of a Student Ambassador (SA) is designed to expose the SA to a career in all aspects of law enforcement in an educational environment as well as to play an integral role in the safety of our campus communities.

QUALIFICATIONS:

Must possess high school diploma or its equivalency.
Be able to pass a thorough Background Check.
Must possess a valid California Driver License.
Ability to walk or stand for extended periods of time; frequently reach, lean, twist, turn, grasp, lift, and carry.

DESIRABLE QUALIFICATIONS:

Knowledge of District and campus rules and regulations. Ability to speak, read, and write in English, and to communicate with the public effectively with tact, diplomacy and firmness. Understand and follow oral and written directions. Desire to establish and maintain effective working relationships with others. Give directions and information to the public in a friendly and professional fashion. Prior experience interacting effectively with diverse groups of people in a positive, helpful manner. Experience understanding and inputting data into computer systems. Ability to perform under pressure or high stress situations. Desire to learn and prepare for a career in the multi-faceted law enforcement profession

TYPICAL EXAMPLES OF DUTIES (INCLUDE BUT NOT LIMITED TO):

- Provide high visibility foot patrols of campus interiors and exteriors, parking lots, and parks
- Monitor for suspicious situations or individuals in assigned areas and report any unlawful or unauthorized activity to our Dispatch Center
- Report any unsafe traffic conditions in our parking lots, roadways, and walkways
- Give directions and information to visitors and members of the college community
- Provide safety-escort services when requested
- Take minor reports, assist with statements, help maintain scene integrity
- Assist with traffic control at campus events and times of increased vehicular traffic
- Assist in the Dispatch Center (Call taking, data entry, etc.)
- Conduct parking enforcement duties
- Additional duties to be determined based on Department needs