



Employee: Harvard University Campus Escort Program

Manager: Marjorie Riedle

Start Date: September, 22, 2022

Reporting to the Communications Center Supervisor at the Harvard University Police Department, the Student Escort otherwise known as HUCEP will serve an important role in providing Harvard students and employees the option of having a walking escort around campus.

Main duties and responsibilities of this role include, but are not limited to the following:

- Must be an active Harvard College student and living on Harvard Campus
- Able to work with a team. (This position works with another student and stays with that partner at all times.)
- Available nights and weekends: Thursday 1030pm-0300am, Friday 1030pm-0300am, or Saturday 1030pm-0300am. Must be available for the entire shift.
- Able to be trained on a two way radio.
- Services walking escort calls received by HUPD Communications Center.
- Able to walk more than 1 mile at a time without stopping.
- Ability to listen and talk on two way radio and telephone.
- Great customer service skills.
- Wear a reflective yellow vest while working.
- Able to carry a flashlight up to 5lbs.
- Has good judgement.
- Ability to follow directions and work, at times, without direct supervision.
- Knowledge of the Harvard Campus and streets.
- Has access to email and cell phone and willing to provide that information to HUCEP supervisor.