



STUDENT JOB OPPORTUNITY

STARTING AUGUST 22 2016

Position: Student Safety Patrol

The Department of University Safety is currently recruiting for Casual security guards for the 2016/2017 Academic year beginning August 22 2016 and ending April 30 2017.

Primary Duties Performed:

- conduct proactive patrols of the campus buildings and grounds and provide appropriate response where required;
- observe and report incidents that may require a higher level of security intervention;
- respond to calls for service as directed to ensure the safety and security of the community;
- provide security for persons, building and assets of the university through a variety of security techniques and methods;
- enforce appropriate university regulations and policies including but not limit to parking and traffic regulations;
- attend court as required, provide testimony and conduct oneself in a manner as directed by policy
- assist in promoting crime prevention programs;
- foster, develop and maintain rapport with community members and internal partners;
- provide constant, clear, effective and accurate communication with Shift Managers with respect to issues within their responsibility;
- liaise regularly with other personnel throughout the department, and undertake efforts to keep all team members informed by openly and actively sharing all relevant information;
- as per policy, ensure all notebooks and reports, are completed within specified timeframes;
- perform the duties of a dispatcher when required; and
- perform other related duties as required or directed

Salary: \$12.24/hr (As of June 1, 2016)

Schedule:

- A scheduled average work week shall normally range between twelve (12) and twenty (20) hours per week.
- Must be willing to work a variety of shifts **including overnights and weekends**.
- Extra shifts are available to those who are interested, as shifts become available

Qualifications

- Must be at least 18 years of age and eligible to work in Canada;
- Must be able to pass a criminal record check for the vulnerable sector;
- Must be able to obtain a Security Guard Licence for the province of Ontario;
- Previous security / customer service experience would be considered an asset;
- Must be enrolled in a minimum of six (6) courses in a degree program in the 2016/2017 academic year;
- Minimum of two (2) years' experience in a full-time or part-time customer service related position; and
- **MUST ATTEND** 2 weeks of training from Aug. 22 to Sept. 2 2016.

To Apply: Submit a completed application, cover letter and resume **no later than the Mar. 13, 2016**, to the Department of University Safety Office, 203 Robertson Hall or by e-mail to Brittany.Basten@carleton.ca.

Application forms and additional information are available at the University Safety office in 203 Robertson Hall or our website: <http://www5.carleton.ca/safety/about/dus-job-opportunities/>

Interviews: Interviews will be held in mid March. Only successful candidates will be contacted.