Position: Auxiliary Campus Safety Officer
The Department of University Safety is currently accepting applications for the casual position of Auxiliary Campus Safety Officer – two (2) positions.

Primary Duties Performed:

• conduct proactive patrols of the campus buildings and grounds and provide an appropriate response where required;
• respond to calls for service as directed to ensure security for persons, buildings and assets of the university through a variety of security techniques and methods;
• provide general traffic management duties;
• enforce federal, provincial, and municipal statutes under their authority as a licensed security guard;
• enforce appropriate university regulations and policies including but not limited to parking and traffic regulations;
• attend court as required, provide testimony, and conduct oneself in a manner as directed by policy;
• initiate, assist and implement problem solving strategies within scope of responsibility;
• assist in promoting crime prevention programs;
• foster, develop and maintain rapport with community members and internal and external partners;
• provide constant, clear, effective, and accurate communication with Shift Managers with respect to major issues, investigations, projects and activities;
• 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, reports, and court briefs are completed within specified timeframes; and
• perform other related duties and the duties of a dispatcher when required or directed.

Salary: $22.01/hr.

Schedule:

• an Auxiliary Campus Safety Officer is a casual employee who normally works an average of twenty-four (24) hours per week. A casual employee is an hourly paid employee in a non-established position whose terms and conditions of employment follow the Employment Standards Act.
• the incumbent may be required to work hours commensurate with a twelve (12) hour shift schedule in order to meet operational requirements of the department, rotating between days and nights (including weekends and statutory holidays).

Qualifications:

• must be at least 18 years of age and eligible to work in Canada;
• must possess a University degree, a Community College diploma in Police Foundations or the successful completion of the Basic Constables Training from the Ontario Police College (or equivalent provincial or federal institution);
• must have attained four (4) years’ experience in a full-time corporate/industrial security role or law enforcement position in the private or public sectors;
• must possess a valid security guard licence as defined in the Ontario Private Security and Investigative Services Act, 2005;
• must have successfully completed the ATS for Special Constables (subject to interview, psychological and cognitive testing process and criminal records check by Ottawa Police Service);
• must possess a valid *WSIB approved* Standard First Aid certificate and CPR C certificate (*not expiring for at least one year from the application date*); and
• must be able to operate a patrol vehicle safely and within standards, including maintaining a valid Ontario or Quebec Provincial Driver’s License.

**To Apply:**

• Submit covering letter and resume **no later than November 10\textsuperscript{th}, 2016**, to the Campus Safety Services (DUS) Office, 203 Robertson Hall, Carleton University - 1125 Colonel By Drive, Ottawa, ON K1S 5B6 or by e-mail to brian.billings@carleton.ca.
• A copy of the job description is available for viewing at the Campus Safety Services Office (DUS) or our website: http://carleton.ca/safety/about/dus-job-opportunities/

Interviews will be conducted in mid-November. We thank all those who apply, however, please note that only candidates selected for an interview will be contacted.

*The Department of University Safety is committed to providing a patrol service that enhances the safety of the Carleton University community and the security of all campus facilities.*