



STUDENT JOB OPPORTUNITY

STARTING AUGUST 23, 2021

Position: Student Safety Patrol (Unionized position)

Campus Safety Services is currently recruiting for Casual Security Guards for the 2021/2022 Academic year beginning Aug. 23, 2021 and ending April 30, 2022.

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 limited 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; and
- Assist with the duties of a dispatcher when required.
- COVID-19 screening duties

Salary: \$14.25/hr (+ 4% vacation)

Schedule:

- A scheduled average work week shall normally range between 12 and 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 willing to work at all of Carleton University's property locations in Ottawa
- Must be enrolled in a minimum of six courses in a degree program in the 2020/2021 academic year;
- Minimum of two years' experience in a full-time or part-time customer service related position;
- **MUST ATTEND** two weeks of training from August 23 – September 3, 2021; and
- **MUST** have Security Guard Licence by Aug. 23, 2021.

To Apply: Submit a completed application, cover letter and resume **no later than Feb 24th, 2021**, to Alison Finn at Campus Safety Services, 203 Robertson Hall or by email to alison.finn@carleton.ca

Application forms and additional information are available at the Campus Safety Services office in 203 Robertson Hall or our website: <https://carleton.ca/safety/us/about/css-job-opportunities/>

Interviews: Interviews will be held the middle two weeks of March. Only successful candidates will be contacted.

Campus Safety Services | 203 Robertson Hall | 613-520-3612 (General) | 613-520-4444 (Emergency)