STUDENT JOB OPPORTUNITY
STARTING AUGUST 22, 2022

Position: Student Safety Patrol (Unionized position)

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: $15.00/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 (training provided);
- Must be willing to work at all of Carleton University’s property locations in Ottawa
- Must be enrolled in classes as a Carleton University student in a degree program in the 2022/2023 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 22 – September 2, 2022; and
- MUST have Security Guard Licence by Aug. 22, 2022.

To Apply: Submit a completed application, cover letter and resume no later than March 28th, 2022, to Brittany Basten at Campus Safety Services, 203 Robertson Hall or by email to brittany.basten@carleton.ca

Application forms and additional information is available on our website: https://carleton.ca/safety/us/about/css-job-opportunities/

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