



# STUDENT JOB OPPORTUNITY

Deadline to Apply: February 28<sup>th</sup>, 2023

**Position: Student Safety Patrol (Unionized position)**

Campus Safety Services is currently recruiting for Casual Security Guards for the 2023-2024 Academic year.

**Start Date:** August 21, 2023

**End Date:** April 30, 2024

**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 (if applicable)

**Salary:**            **\$15.50/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 and obtain a First Aid and CPR C certificate;
- Must be able to obtain a Security Guard Licence for the province of Ontario (training provided upon hiring);
- 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 2023-2024 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 21 – September 1, 2023; and
- **MUST** have Security Guard Licence by Aug. 21, 2023.

**To Apply:**            Submit a completed application, cover letter and resume **no later than February 28<sup>th</sup>, 2023**, to Brittany Basten by email to [brittany.basten@carleton.ca](mailto:brittany.basten@carleton.ca) or at Campus Safety Services, 203 Robertson Hall.

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. Only successful candidates will be contacted.