



STUDENT JOB OPPORTUNITY

Deadline to Apply: February 28th, 2025

Position: Student Safety Patroller (unionized position)

Campus Safety Services is currently recruiting for the position of Student Safety Patroller for the 2025-2026 academic year, a role that focuses on supporting and engaging the community. Although this is a licensed security guard position, you do not need to have your security guard licence to apply. The cost of all required training will be reimbursed.

START DATE: August 18th, 2025

END DATE: April 30th, 2026

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
- 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.

Wage: \$18.20/hr (+4% vacation)

Scheduling

- 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 judicial matters check and obtain a First Aid and CPR C certificate (not required upon hiring);
- Must be able to obtain a Security Guard Licence for the province of Ontario (not required 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 2025-2026 academic year;
- Minimum of two years' experience in a full-time or part-time customer service related position;
- **MUST ATTEND** two weeks of in-person training from August 18 – August 29, 2025; and
- **MUST** have Security Guard Licence by August 18, 2025 (training provided upon hiring)

To Apply:

- Submit a completed application using your student email, cover letter and resume no later than February 28, 2025. Any questions please email Alicia Poole aliciapoole@cunet.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 late March. Only successful candidates will be contacted.



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Why Apply

- Engage and support our Carleton Community
- Flexible hours that work around your academic schedule
- Opportunities for professional growth through training and on the job experience
- Campus Safety Services believes in and is committed to a workplace culture of respect and inclusion
- The opportunity to have a reference for your resume from a sworn peace officer
- Learn report writing skills
- Gain customer service experience through interaction with students, staff, faculty, and other community members
- When you work overnight, you can be reimbursed for Uber/Taxi expenses from campus to home
- Training fees will be reimbursed after the August training period