

**Mount Allison University Facilities Management
Job Posting**

Casual Security Officer

<u>Location:</u>	All Campus Buildings and Property
<u>Normal Hours of Work:</u>	12-hour shift schedule
<u>Rate of Pay:</u>	\$22.09
<u>Posting Date:</u>	November 4, 2020

Nature of Work:

The Security Officer is responsible for conducting routine patrols of the campus and its grounds and for providing a public safety presence. The Security Officer responds to all medical and security emergencies and criminal activity on campus and takes appropriate action. As per daily schedules, they unlock and secure buildings and ensure the physical security of the University property.

Security Officers are trusted with sensitive matters and must maintain the highest levels of confidentiality, integrity, dependability, tact and diplomacy. They work closely with campus management teams, student services, law enforcement, emergency services, and other stakeholders to address daily public safety and security requirements for the campus, including special events.

Position Responsibilities

- Serve as the direct and initial contact with callers on the Security phone line during the shift
- Open, clear, and secure buildings and/or rooms based on set schedules and/or ad hoc directions
- Conduct regular and constant foot patrols of the campus, maintaining a highly visible presence with the goal of achieving:
 - the creation and maintenance of a feeling of security in the University community
 - deterrence and detection of crime and vandalism
 - enforcement of University policies, regulations, rules and directives
 - identification of fire and safety hazards, maintenance requirements and opportunities for crime
 - general security of buildings and grounds
 - provision of information and assistance to students, employees and guests of the university
- Assist Student Life/Residence Life, Conference & Event Services when called upon and/or secure areas and/or to distribute keys
- Respond to emergency situations as they arise
- Immediately contact a University official and/or emergency service organizations to report major incidents/problems, emergency maintenance needs, or significant occurrences
- Provide detailed written reports of policy violations, reported thefts, and other incidents

- and occurrences
- Provide information relating to identified fire and safety hazards, maintenance requirements and opportunities for crime
 - Investigate and reset alarms while on shift
 - Perform other duties as assigned

Qualifications

- Post-secondary degree, diploma or certificate in Law & Security Administration, Public Safety, Policing or acceptable equivalent, or graduation from a recognized Police Academy
- Work experience in a University/educational environment is an asset
- Proof of valid provincial Driver's License
- Medical First Responder certification or willingness to obtain within six months of the commencement date
- Proof of valid Criminal Record Check (CRC) and Vulnerable Sector Checks (VSC)
- Strong interpersonal and communication skills, including fluency in English. Other languages are an asset.
- Proficiency with computer and cell phone technology, Microsoft Office applications, and inventory or timesheet programs
- Ability to maintain the level of physical and mental conditioning required for appropriate emergency response
- Demonstrated ability to work effectively and cooperatively with supervisors, faculty, students, co-workers, other staff, University guests, and contractors, and other stakeholders
- Ability to recognize and deal effectively with emergency problems and perform tasks safely and efficiently
- Demonstrated professionalism and ability to maintain composure and communicate in ways that de-escalates confrontational situations

To Apply: If you are interested in the challenges and opportunities that this position has to offer, please forward your application **on or before Friday, November 27, 2020** to:

Department of Human Resources
Third Floor, Centennial Hall
65 York Street, Sackville NB, E4L 1E4
Fax: (506) 364-2385, Email: hr@mta.ca