



**Deny the ordinary.**

Do extraordinary things at Portage College.

## **CAMPUS SECURITY**

Student Services

**Location:** Lac La Biche, Boyle, and St. Paul campuses

**Position type:** Casual

**Salary:** \$22.40 to \$26.35 per hour (plus 11.2% vacation/holiday pay)

**Job number:** 16-CSB3-09-PC

**Posting date:** March 31, 2016

**Closing date:** Until suitable applicants are found

### **ABOUT THE POSITION**

Reporting to the Supervisor of Campus Security, this role has the primary responsibility to ensure the College campus is secured internally and externally, to respond to emergency situations and provide frontline student assistance when problems arise.

Responsibilities include:

- Provide ongoing support to students and staff, and monitor College property.
- Assist students as problems arise, respond to issues of personal safety, assist with student intake and checkout, lock and open college buildings, monitor facility equipment and systems and complete required documentation.
- Work days, evenings, and weekends, and travel to other Portage College campus locations and provide campus security responsibilities at those locations.

*Please note this is a casual position, which provides on-call services to Campus Security and temporary coverage for employee leaves.*

### **QUALIFICATIONS**

- High school diploma and a valid security license under the Alberta Solicitor General Security Services and Investigators Act.
- Must be able to work independently and have excellent interpersonal skills.
- Candidate should be physically fit as this position involves extensive walking and other physical activities.
- Demonstrated ability to make sound decisions based on knowledge of College policies and regulations as well as judgment.
- Applicant must have high energy and enjoy working with different personalities.
- Mechanical aptitude would be considered an asset.
- Strong computer skills, especially MS Office.
- A Class IV and V driver's license.

## **ABOUT OUR COLLEGE & WORKING HERE**

Portage College has been serving the region for nearly 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in business, health and wellness, human services, university studies, food sciences, trades and technical, native arts and culture, and in academics for career and education.

## **HOW TO APPLY**

If you have the right qualifications, experience, and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to [hr@portagecollege.ca](mailto:hr@portagecollege.ca). If you have any questions, call us at 780-623-5747.

Please note we don't accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.