

STUDENT SUPPORT WORKER

Campus Security

Location: Cold Lake campus
Position type: Casual
Salary: \$15.50 per hour (+ 11.2% for vacation/holiday pay)

Job number: 22-SSW-83-PC
Posting date: November 16, 2022
Closing date: Until a suitable candidate is found

ABOUT THE POSITION

Portage College's Campus Security Department is hiring a Student Support Workers to work on a casual basis at the Cold Lake campus'. Student Support Workers are responsible for:

- Provide frontline customer service to students, staff and visitors to the college.
- Monitor interior College property.
- Assist Campus Security in emergency evacuations of main building.
- Hours: Monday to Thursday: 5:00 p.m. to 9:00 p.m. Potential weekend shifts as needed

QUALIFICATIONS AND EXPERIENCE

- Strong customer service skills are essential.
- Excellent verbal and written communication skills are required.
- Strong problem solving and decision-making skills.
- Ability to work independently.
- Proficient with computers, especially MS Office.
- Ability to work evening and/or weekend shifts.

ABOUT THE COLLEGE

Portage College has been serving the region for 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 health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

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. If you have any questions, call us at **780-623-5747**. Please note we do not 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.

