

CAMPUS SECURITY

Student Accommodation and Campus Security

Location: Lac La Biche Campus
Position type: Casual
Salary: \$23.71 to \$30.75 per hour

Job number: 24-050
Posting date: November 12, 2024
Closing date: Will begin reviewing resumes November 20, 2024.

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.

QUALIFICATIONS AND EXPERIENCE

- 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 judgement.
- 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.
- The successful applicant will be required to submit a police information check that meets with the satisfaction of the College.

ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

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 careers@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.

