



Casual Security Officer II Positions

The University of Northern British Columbia is a dynamic and progressive institution with an innovative approach to education and is supported by advanced technologies. As we strive for excellence in the educational enrichment of our students, UNBC offers a healthy, safe, open, friendly, supportive and stimulating work environment for our employees.

As part of our casual pool of employees available on an on-call, you may be called in to assist during peak periods, vacation or sick leave coverage.

Duties:

The Security Officer II position will deliver security and parking services in a fair and impartial manner, which enhance the personal safety and protection of all members of the University Community. Duties include but are not limited to:

- Provide assistance to and maintain cooperative working relationships with staff, faculty, students and members of the general public
- Respond to security concerns, emergency situations and calls for assistance on campus
- Respond to emergency first aid calls on campus
- Parking lot patrol and issuance of parking infraction notices
- Initiate reports involving criminal and other offences, investigate and evaluate as required
- Maintain various logs and write reports as required
- Direct and assist emergency personnel
- Respond to and investigate activated intrusion alarms
- Respond to reports of hazardous, or unsafe conditions and assist appropriate response personnel
- Administer all processes related to the return of lost and found articles
- Provide access as required
- Participate in special investigations and perform other duties as required

Qualifications:

The successful candidate will possess a high school diploma together with a minimum one year of related experience. In addition you will possess an Occupational First Aid Certificate, Level II and the Justice Institute of B.C. Basic Security Officer's Certificate (BST), and be in possession of a valid BC Security Workers License.

You have a strong customer service focus and demonstrate the ability to work effectively as a member of a team or independently; interpret and apply University of Northern British Columbia policies and procedures; conduct interviews to probe and obtain accurate facts; respond to contentious or sensitive issues with discretion and confidentiality; recognize and demonstrate initiative in dealing with and resolving problems with hostile clients and potentially dangerous situations in a client service oriented environment. Excellent interpersonal, organizational and oral and written communication skills are required. Computer proficiency with MS Office software is required. You have the physical and mental ability to conduct lengthy patrols of multi-storied buildings and extensive grounds via foot, or vehicle; and operate a motor vehicle legally and safely. Experience in any of the following fields: Law enforcement, firefighting, ambulance service, search and rescue or as a mental health services provider is considered an asset.

The successful candidate will be expected to pass a Security Physical Assessment Requirement Evaluation (SPARE). Information on SPARE may be found at http://www.unbc.ca/assets/safety/security_p_evaluation.pdf. You will also provide a criminal records check from the RCMP and possess a valid Class 5 driver's license.

The normal hours of work will be varied days and nights, including weekends (Night Shift: 6:30 pm to 6:30 am. Day Shift: 6:30 am to 6:30 pm.) Campus Security operates 24 hours per day, on a year round basis.

Please forward your resume, proof of education and contact information for three references to: Human Resources, University of Northern British Columbia, 3333 University Way, Prince George, BC, V2N 4Z9. Phone: (250) 960-5521. Fax: (250) 960-5695. For information about Northern British Columbia: www.unbc.ca/northernbc/index.html. Email submissions: HRecruit@unbc.ca.

We thank all applicants for their interest in UNBC. However, only those applicants selected for further consideration will be contacted.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.
