

Job ID: OR-USW-23-12
Job Title: Associate Security Guard
Department: Security Services
Campus: Orillia, ON
Status: Part-time
Job Category: USW

Date Posted: September 6, 2023
Closing Date: September 20, 2023

Why Lakehead University?

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Lakehead's Orillia campus is a thriving academic community in which you can make a real difference as part of our team. Your unique ideas will be respected and encouraged. Because we are small and mighty, your commitment to innovation and collaboration are essential. Lakehead Orillia is located in the heart of Ontario's Lake Country, offering year-round opportunities for recreation, culture, and heritage.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. For the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

Under the general supervision and reporting to the Manager of Security Services, the Associate Security Guard performs duties for the purpose of preventing theft and vandalism, maintaining order, providing security for all University personnel, buildings and property, controlling traffic and parking, guiding students and visitors and undertaking special investigation duties as required.

Job Duties

- Patrols campus to prevent and discover, observe and report offences, including potential intruders and criminal offenders, trespassers and those in breach of University Policy.
- Conducts patrols for insecure areas, fire and other threats to campus structures including equipment malfunctions and makes reports and takes appropriate action
- Engages in parking and smoking control and enforcement
- Responds to inquiries and follows up with required information or responses
- Responds to emergency medical calls for service on campus
- Provides walking escort services for faculty, staff and students
- Works with other Security Guards, Emergency First Response Team (EFRT) and Emergency Services (Police, Fire, Ambulance) as required
- Responsible for assisting with access to restricted areas

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- Provide assistance and direction to visitors, staff and students
- Enter data in various computer programs on a daily basis
- Assists with University lost and found program
- Completes and submits timely reports and administrative forms as required
- Performs other related duties as assigned.

Qualifications

- Degree in Law and Security Administration or Police Foundations Diploma or equivalent combination of education (minimum grade 12) and experience
- Must possess a valid Ontario Private Security & Investigative Services License
- Holds a valid First Aid/CPR certificate
- Sufficiently proficient in the use of PCs to utilize reporting and searching programs to assist in daily duties, submission of reports, investigations and familiarity in Datatel Colleague systems as asset
- Knowledge of investigative techniques and/or experience in security an asset
- Excellent oral and written communication skills
- Ability to handle all security matters in a trustworthy and confidential manner
- Ability to perform regular patrolling Security Guard duties (includes patrolling Lakehead University campus buildings and grounds on foot, by vehicle and by bicycle, including climbing stairs
- Must possess a valid driver's licence (class 'G' minimum) and maintain a driving record ensuring insurable status for operation of University vehicle.
- Willingness to perform shift duties (including day and night shift, weekend and week day work)

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities



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and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements