



Job Description

College Assistantship: Building Security

Number of Students Needed: 4

Supervisor: You are accountable to the Building Manager.

Responsibilities:

1. **Remain at the front entrance** of Acadia Divinity College during the entire shift. You may use this time to read and/or study, while remaining at the front entrance.
2. Ensure only those persons with a legitimate reason to be in the building are allowed to enter.
3. Secure the signature of everyone entering and leaving the building in the log book.
4. Report any unusual occurrence to the Acadia University security office, ext. 1103 or 1580.
5. Report any damage or other problems in the building to the Building Manager.
6. Direct activities in case of fire.

At the end of the shift:

1. Check and lock doors and windows.
2. Ensure the power doors are turned off.
3. Set the security alarm before leaving the building.

Schedule: Your responsibilities begin the first day of classes and conclude on the final day of exams with the exception of stated holidays.

The College is closed on the following holidays except for intensive-week classes as scheduled:

- Thanksgiving Day
- Remembrance Day
- New Year's Day
- Nova Scotia Heritage Day
- Good Friday

Generally, you are required to work an average of **5-6 hours per week** throughout the fall semester (September 3, 2019, to December 12, 2019) and winter semester (January 6, 2020, to April 19, 2020).

Your schedule includes the intensive-week classes and exam weeks throughout the academic year:

- Orientation Week (September 3-6, 2019)
- Fall Reading Week, ADC intensives (October 28-November 1, 2019)
- Fall Exam Week (December 10-12, 2019)
- Winter Reading Week, ADC intensives (February 17-21, 2020)
- Winter Exam Week (April 7-9, 2020)

You will be assigned one of the four shifts available. Typically, four students work as Building Security personnel, being assigned one day per week.

- a. Monday 4:15 – 10:00 pm
- b. Tuesday 4:15 – 10:00 pm
- c. Wednesday 4:15 – 10:00 pm
- d. Thursday 4:15 – 10:00 pm

If you are unable to report to work due to illness or a family emergency, you are responsible to find a replacement and inform your supervisor immediately. This replacement person will be chosen from among the other building security personnel who have received a college assistantship bursary.

Remuneration: A College Assistantship is granted for the academic year and is paid in the amount of **\$1,800**.

Keys: You are required to return keys, if applicable, to the Building Manager at the end of the winter term.

Key #	
Received Date	
Returned Date	

Student: _____

Building Manager: _____

I understand and agree to fulfill the responsibilities of this position. I understand that I am required to provide a criminal record check report within 2 weeks of accepting this position.

Date: _____

Student: _____

Supervisor: _____