



College Assistantship: Building Security – Fall Term

Number of Students Needed: 1

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. Give access to students who are attending evening classes but are not ADC students.
3. Report any unusual occurrence to the Acadia University security office, ext. 1103.
4. Report any damage or other problems in the building to the Building Manager.
5. Direct activities in case of fire.

Schedule: Generally, you are required to work an average of **6.75 hours per week** throughout the fall semester. You will be assigned three evenings per week. For the fall term, you will provide building security at the following days and times:

Monday 6:00 pm – 8:15 pm
 Tuesday 6:00 pm – 8:15 pm
 Wednesday 6:00 pm – 8:15 pm

Monday Evening Class 6:30 pm to 8:00 pm	Tuesday Evening Class 6:30 pm to 8:00 pm	Wednesday Evening Class 6:30 pm to 8:00 pm
BIBL 3013 Introduction to the Old Testament I	CHUR 3033 History of Christianity	THEO 3013 Christian Theology 1

Your responsibilities begin the first day of term and conclude on the last day of exams. Your schedule may include the reading week and exam week.

For a list of specific calendar dates, visit <https://acadiadiv.ca/academic-calendar/>

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 must be chosen from the list of approved students.

Remuneration: A College Assistantship is granted for the fall term and is paid in the amount of **\$1,105** for the fall term.

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: _____