ACADIA
DIVINITY COLLEGE

College Assistantship: Building Security Fall Term 2026 - Monday

Number of Students Needed: 1

Supervisor: You are accountable to the Coordinator of Hospitality.

Key Responsibilities:

Under the direction of your supervisor, you will perform the following duties:

1. **Remain at the front entrance** of Acadia Divinity College for the duration of your shift. You may use this time to read and/or study; however, you must remain attentive to your surroundings and available to assist as needed. If using headphones or earbuds, you must keep at least one ear uncovered.

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 your supervisor.

5. Direct activities in case of fire.

Schedule:

You are required to work **2.5 hours per week** throughout the fall semester on the following day and times:

Monday 6:00 pm – 8:30 pm

Monday Evening **6:30 pm to 8:00 pm**
THEO 3003 Basic Christian Beliefs
Dr. Spencer Boersma

Your responsibilities begin the first day of term and conclude on the last day of term, **September 14, 2026, through December 17, 2026, inclusive**. This 14-week period includes both Reading Week and Exam Week, up to a maximum of **35 hours**.

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

If you are unable to report to work due to illness or a family emergency, you are responsible for informing your supervisor immediately and arranging for an approved replacement when your assigned responsibilities require coverage. Any replacement must be selected from the approved list of students who have received a College Assistantship bursary.

Remuneration:

A College Assistantship is granted for the fall term and provides remuneration of **$635, inclusive of vacation pay for the Fall Term 2026.**

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 two weeks of accepting this position.

Date: _____

Student: _____

Supervisor: _____