



## *sheridan student union*

### **POSITION DESCRIPTION**

Position:	Safe Walk Team Member
Reports To:	Evening Supervisor (Sheridan Security)
Last Updated:	August 10, 2016
Qualifications:	Full time or part time fee paying student with a GPA of 2.5 or higher
Location:	Davis
Hours:	Minimum 10 hours per week

### **MISSION STATEMENT**

The mission of the Sheridan Student Union Incorporated (SSUI) is to develop, safeguard, and promote the welfare and interests of the student body at Sheridan College. This is achieved by enhancing the academic, social and cultural well-being of the student through participation as an active member of the Sheridan community, providing leadership, and the creation of strategic partnerships to improve the quality of education.

### **Safe Walk – New Service Delivery**

This new collaborated service will be provided jointly by the SSU and Sheridan security to increase the aim and reach to students, staff and faculty that need to access the service. This pilot project will ensure that the service is more visible and easier to access and will offer a hybrid approach from the Sheridan Security team and the SSU. This position will be hired and financed by SSU, and will be managed by the Sheridan Security team.

### **SPECIFIC RESPONSIBILITIES**

Safe Walkers will meet students, at campus building entrances/exits and aide them to campus destinations and wait with the individuals for buses or taxis. They will also walk with them to parking lots and will wait until their vehicle starts.

### **General Responsibilities:**

- Walk with students to various locations on Sheridan College property
- Record the number of walks per shifts and make notes of the walk that security should be aware of
- Keep detailed nightly journal as to what happened during your shift
- Report any suspicious or criminal activity to Security
- Safe Walkers will follow the policies and procedures set by the SSU and Sheridan

#### Security

- Check in with Sheridan Security Evening Supervisor before shift and before ending the shift for the night
- Safe Walkers will be involved in promotion of the program and to help educate the student body about the program and its goals through related campaigns.
- Respond to questions and provide excellent customer service to students and college staff and Faculty
- Other duties as assigned by Sheridan Security Evening Supervisor

#### **Qualifications:**

- Be available to work anywhere between 6pm and 12am, and the occasional specialized shifts until 2am for pub nights.
- A high degree of situational awareness, and a strong mature outlook
- Be reliable and alert
- General computer skills in MS Excel and Word
- Excellent customer service skills.
- Excellent verbal and written communication skills
- Excellent organizational skills

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*We thank all applicants for their interest; however, only qualified candidates will be contacted for an interview. Sheridan Student Union Inc. welcomes diversity in the workplace and encourages applications from all qualified individuals, including visible minorities, Aboriginal People, and persons with disabilities.*